[Charity Online Store] Meeting Minutes

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Location** |
| 14/03/2020 | 10am – 12:00pm | WeChat |

|  |  |
| --- | --- |
| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discuss product functions |
| **Project Purpose** | Build a Charity Second-Hand Online Store |

|  |  |
| --- | --- |
| **Invited Participants** | **Attended** |
| Guozhi Yin (Michael) | Y |
| Cong Shang | Y |
|  |  |

|  |  |
| --- | --- |
| Agenda Item | Action  *(if needed)* |
| 1. **Apologies**:   No Apologies | N/A |
| 1. **Acceptance of previous minutes**   Yes. | N/A |
| 3. **Action Items from previous minutes**  3.1 Did research in the store.  Completed  3.2 Discussed requirements with the client.  The client suggested that the team should develop an auction website. Because they are running the auction activity and it is not reasonable for them to upload all items to the website.  3.3 Made a simple prototype.  Need to modify all functions because the project purpose is different with what we planned.  3.4 Prepared schedule plan.  Completed the first draft version.  3.5 Defined the project scope.  Completed. | N/A |
| 4. Progress  4.1 In the phase of initiation.  4.1.1 The team has to do more research on the project. | |
| 5.  **Next plan**  5.1 The team will prepare the proposal and let supervisor Robert review it. | |
| 6. **Any other business**    6.1 The team will discuss the product requirements with the client next Tuesday again. | |
| 7. **Next meeting date**: 21 March 2020 | |

Meeting closed: 12:10pm 14 March 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 14th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 14th Mar 2020 Date