[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 16/05/2020 | 10am – 12:00pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discuss the test progress |
| **Project Purpose** | Build a Charity Second-Hand Online Store |

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| **Invited Participants** | **Attended** |
| Guozhi Yin (Michael) | Y |
| Cong Shang | Y |
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| 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 Mid project presentation.  Completed.  3.2 Modify test plan.  Completed.  3.3 Prepare the test environment.  Completed.  3.4 Integration testing.  Completed.  3.5 Prepare milestone 1, 2 report to advisor.  Completed and got the approval. | N/A |
| 4. Progress  4.1 In the testing phase.  4.1.1 Completed the system development and code review.  4.1.2 Prepared the test environment.  4.1.3 Integration testing and fix bugs. | |
| 5.  **Next plan**    5.1 Complete the integration testing and system testing.  5.2 prepare the test report  5.2 Prepare the user manual and training document for the client  5.3 Set up test environment for the client and gave her a training | |
| 6. **Any other business**    6.1 Notice the client to prepare the user acceptance testing.  6.2 The team will give the client a training. | |
| 7. **Next meeting date**: 23 May 2020 | |

Meeting closed: 11:52 am 16 May 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 16th May 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 16th May 2020 Date