[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 18/04/2020 | 10am – 12:00pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discuss development plan and test case |
| **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 Develop the function of login and logout.  Completed.  3.2 Develop the function of registration.  Completed.  3.3 Develop the function of auction.  In process.  3.4 Modify test case.  Completed.  3.5 Modify system analysis and design.  In process. | N/A |
| 4. Progress  4.1 In the development phase.  4.1.1 Completed the functions of login, logout, registration and personal information.  4.1.2 Developing the auction function. | |
| 5.  **Next plan**  5.1 Send the proposal to the advisor and let him review it.  5.2 Develop the function of commodity management.  5.3 Develop the function of adding an item.  5.4 Modify the proposal. | |
| 6. **Any other business**    N/A. | |
| 7. **Next meeting date**: 18 April 2020 | |

Meeting closed: 12:05 pm 18 April 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 18th April 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 18th April 2020 Date