[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 21/03/2020 | 10am – 12:00pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discuss how to solve the personnel risk |
| **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 The team prepared the proposal and reviewed by the supervisor Robert.  Completed. The supervisor gave us some advice about the project. He suggested that we should do more research. | N/A |
| 4. Progress  4.1 In the phase of initiation.  4.1.1 A teammate left our team. The team needs to solve the personnel risk.  4.1.2 The team planned a solution to face the personnel risk. Guozhi Yin will do the project manager and Cong Shang will be responsible for the front-end development. | |
| 5.  **Next plan**  5.1 The team will modify the proposal and let advisor Ian review it.  5.2 Prepare the requirement document.  5.3 Database design  5.4 System analysis and design. | |
| 6. **Any other business**    6.1 The team will discuss the product function with the client. | |
| 7. **Next meeting date**: 28 March 2020 | |

Meeting closed: 12:20pm 21 March 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 21th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 21th Mar 2020 Date