[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 23/05/2020 | 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 Completed the integration testing and system testing.  Completed  3.2 Prepared the test report  Completed  3.3 Prepared the user manual and training document for the client.  Completed  3.4 Set up test environment for the client and gave her a training.  Completed.  3.5 Prepare milestone 3 report to advisor.  Completed and got the approval. | N/A |
| 4. Progress  4.1 In the testing phase.  4.1.1 Completed the integration testing and the system testing.  4.1.2 Fix all bugs and defects from the integration testing and the system testing.  4.1.3 In the process of user acceptance testing. | |
| 5.  **Next plan**    5.1 Fix all bugs from the user acceptance testing.  5.2 Prepare the test report.  5.2 Send the testing milestone report to advisor.  5.3 System go-live and client handover. | |
| 6. **Any other business**    6.1 The team will complete the client handover. | |
| 7. **Next meeting date**: 30 May 2020 | |

Meeting closed: 11:49 am 23 May 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 23th May 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 23th May 2020 Date