[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 25/04/2020 | 10am – 12:00pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discuss the development 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 Send the proposal to the advisor and let him review it.  Completed.  3.2 Develop the function of commodity management.  In process.  3.3 Develop the function of adding an item.  Completed.  3.4 Modify the proposal.  Completed the final version and set it to supervisor Robert. | N/A |
| 4. Progress  4.1 In the development phase.  4.1.1 Completed the functions of login, logout, registration, personal information and auction.  4.1.2 Developing the commodity management. | |
| 5.  **Next plan**  5.1 Prepare some pics and text to decorate the function of about us.  5.2 Prepare mid project presentation.  5.3 Develop the function of user management.  5.4 Develop the function of order management.  5.5 Prepare the PowerPoint for the mid project presentation.  5.6 Send the system analysis and design document to advisor. | |
| 6. **Any other business**    N/A. | |
| 7. **Next meeting date**: 02 May 2020 | |

Meeting closed: 11:45 am 25 April 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 25th April 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 25th April 2020 Date