[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 02/05/2020 | 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 Prepare some pics and text to decorate the function of about us.  Completed.  3.2 Prepare mid project presentation.  In process.  3.3 Develop the function of user management.  In process.  3.4 Develop the function of order management.  Completed.  3.5 Prepare the PowerPoint for the mid project presentation.  In process.  3.6 Send the system analysis and design document to advisor.  Completed. Need to modify some details. | N/A |
| 4. Progress  4.1 In the development phase.  4.1 In the development phase.  4.1.1 Completed the functions of login, logout, registration, personal information and auction, shopping cart and order management.  4.1.2 Developing the functions of commodity management, user management, about us and contact us. | |
| 5.  **Next plan**    5.1 Prepare mid project presentation.  5.2 Modify the final version of system analysis and design document.  5.3 Develop the function of about us and contact us.  5.4 Develop the function of goods management. | |
| 6. **Any other business**    N/A. | |
| 7. **Next meeting date**: 09 May 2020 | |

Meeting closed: 11:56 am 02 May 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 2nd May 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 2nd May 2020 Date