[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 30/05/2020 | 10am – 12:00pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discuss the client handover |
| **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 Fix all bugs from the user acceptance testing.  Completed.  3.2 Prepare the test report.  Completed.  3.3 Send the testing milestone to advisor.  Completed and got the approval.  3.4 System go-live and client handover.  Completed. | N/A |
| 4. Progress  4.1 In the client handover phase.  4.1.1 Completed all test tasks.  4.1.2 Fix all bugs and defects from the test phase.  4.1.3 In the process of client handover. | |
| 5.  **Next plan**    5.1 Send the client handover milestone report to advisor.  5.2 Prepare the project closure report.  5.3 Prepare the academic handover. | |
| 6. **Any other business**    6.1 The team will complete the client handover. | |
| 7. **Next meeting date**: 6 June 2020 | |

Meeting closed: 12: 03pm 30 May 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 30th May 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 30th May 2020 Date