[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 09/05/2020 | 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 mid project presentation.  Completed.  3.2 Modify the final version of system analysis and design document.  Completed.  3.3 Develop the function of about us and contact us.  Completed.  3.4 Develop the function of goods management.  Completed. | N/A |
| 4. Progress  4.1 In the development phase.  4.1.1 Completed the functions of login, logout, registration, personal information and auction, shopping cart, contact us, about us, goods management and order management.  4.1.2 Code review. | |
| 5.  **Next plan**    5.1 Mid project presentation.  5.2 Modify test plan.  5.3 Prepare the test environment.  5.4 Integration testing. | |
| 6. **Any other business**    N/A. | |
| 7. **Next meeting date**: 16 May 2020 | |

Meeting closed: 11:40 am 9 May 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 9th May 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 9th May 2020 Date