



International School

Capstone Project 2

CMU-SE 451 – C2SE.12

Meeting Minutes

Version 1.0

Date: Mar 10th, 2021

Learn English Together

Submitted by

Ha, Le Thanh

Hieu, Le Xuan

My, Ngo Ngoc

Thong, Doan Trung

Approved by

MSc Huy, Truong Dinh

Proposal Review Panel Representative:

Name	Signature	Date
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Capstone Project 2- Mentor:

Name	Signature	Date
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PROJECT INFORMATION

Project acronym	LET		
Project Title	Learn English Together		
Start Date	26 Feb 2021	End Date	08 Jun 2021
Lead Institution	International School, Duy Tan University		
Project Mentor	MSc Huy, Truong Dinh		
Scrum master / Project Leader & contact details	Ha, Le Thanh Email: lethanhhadtu@gmail.com Tel: 0334002818		
Partner Organization	Duy Tan University		
Project Web URL			
Team members	Name	Email	Tel
	Ha, Le Thanh	lethanhhadtu@gmail.com	0334002818
	Hieu, Le Xuan	xuanhieu.le.1999@gmail.com	0399706614
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DOCUMENT APPROVALS

The following signatures are required for approval of this document.

Ha, Le Thanh Student ID: 2321122516 <i>Scrum Master</i>	Signature	Date
Hieu, Le Xuan Student ID: 2321124665 <i>Team Member</i>	Signature	Date
My, Ngo Ngoc Student ID: 2321124970 <i>Team Member</i>	Signature	Date
Thong, Doan Trung Student ID: 2321124144 <i>Team Member</i>	Signature	Date

DOCUMENT NAME			
Document Title	Team Meeting Document		
Author(s)	Le Thanh Ha		
Date	10 March, 2021	File name:	C2SE.12_Team Meeting Document v1.0.docx

REVISION HISTORY

Version	Person(s)	Date	Description
1.0	Le Thanh Ha	10- Mar- 2021	Create Team Meeting Document

REVISION HISTORY

Meeting Information			
Product	Learn English Together		
Subject	Introduce, discuss topic & process		
Location	Meeting Online		
Date and Time	Date	Start Time	End Time
	28/02/2021	7h00 PM	10h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● L Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Introducing team members.● Discussing about the topic.● Discussing ideas and name of project.			
Result Items			
<ul style="list-style-type: none">● The members are not good about code, but we can try our best.● Process: SCRUM.● Project topic: Learn English Together.			

Meeting Information			
Product	Learn English Together		
Subject	Discuss to split and manage work tasks proposal		
Location	Meeting Online		
Date and Time	Date	Start Time	End Time
	01/03/2021	7h00 PM	9h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● L Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Use the trello system to split work tasks.● Do proposal.			
Result Items			
<ul style="list-style-type: none">● Divide the task of each member on trello.● Divide work into documents.● Complete proposal.			

Meeting Information			
Product	Learn English Together		
Subject	Review proposal, interface and prepare to report to mentor		
Location	Online Meeting		
Date and Time	Date	Start Time	End Time
	03/03/2021	7h00 PM	9h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Summarize the parts of the proposal.● Prepare to report to a mentor.			
Result Items			
<ul style="list-style-type: none">● Review the good parts and edit incomplete parts of the proposal.● Prepare reports on what has been done and plan for the implementation of the next part of the proposal.			

Meeting Information			
Product	Learn English Together		
Subject	Report Proposal and plan to do Project Plan, Product Backlog, User Story		
Location	Meeting Online		
Date and Time	Date	Start Time	End Time
	07/03/2021	9h AM	11h00 AM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report Proposal Document for Mentor.● Plan to do Project Plan, Product Backlog, User Story.			
Result Items			
<ul style="list-style-type: none">● Recorded errors in proposal.● Fix Proposal Document.			

Meeting Information			
Product	Learn English Together		
Subject	Discuss about Design Interface and Database		
Location	287 Nguyen Chi Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	10/03/2021	1h30 PM	4h30 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Discussing about Design Interface.● Discussing about Design Database.			
Result Items			
<ul style="list-style-type: none">● Create Design Interface Document.● Create Database Document.			

Meeting Information			
Product	Learn English Together		
Subject	Preparing for the sprint 1, prepare to report to mentor		
Location	287 Nguyen Chi Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	14/03/2021	01h00 PM	05h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Plan the implementation of sprint 1.			
Result Items			
<ul style="list-style-type: none">● Edit the incomplete parts, assign the implementation of the next part of Sprint.			

Meeting Information			
Product	Learn English Together		
Subject	Report to mentor		
Location	209 Phan Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	20/03/2021	3h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report to mentor.			
Result Items			
<ul style="list-style-type: none">● Discuss about add functionality, improve interface and more access permissions.● Fix Product Backlog document.● Plan to do Sprint Backlog.● Plan Breaking User Story.			

Meeting Information			
Product	Learn English Together		
Subject	Discuss about add functionality, improve interface and more access permissions		
Location	Online Meeting		
Date and Time	Date	Start Time	End Time
	23/03/2021	7h00 PM	10h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Discuss about add functionality, improve interface and more access permissions.			
Result Items			
<ul style="list-style-type: none">● Discussing add Functionality.● Improve Group Interface.			

Meeting Information			
Product	Learn English Together		
Subject	Edit the entire document to suit the function of Group.		
Location	287 Nguyen Chi Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	26/03/2021	01h00 PM	05h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Edit the entire document to suit the function of Group.			
Result Items			
<ul style="list-style-type: none">● Edit the entire document.● Edit the entire document to suit the function of Group.			

Meeting Information			
Product	Learn English Together		
Subject	Discuss messaging functionality.		
Location	287 Nguyen Chi Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	02/04/2021	01h00 PM	05h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Meeting finished function Group.● Prepare for retrospective sessions.● Discuss messaging functionality.			
Result Items			
<ul style="list-style-type: none">● Complete basic document.● Done Task.			

Meeting Information			
Product	Learn English Together		
Subject	Report to mentor		
Location	209 Phan Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	12/04/2021	2h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report to a mentor.			
Result Items			
<ul style="list-style-type: none">● Reports on what has been done and plan for the implementation of the next part of the Sprint 1.			

Meeting Information			
Product	Learn English Together		
Subject	Prepare to sprint 2		
Location	Meeting online		
Date and Time	Date	Start Time	End Time
	13/04/2021	7h00 PM	10h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Prepare for sprint 2.			
Result Items			
<ul style="list-style-type: none">● Reports on what has been done and plan for the implementation of the next part of the Sprint 2.			

Meeting Information			
Product	Learn English Together		
Subject	Discussion function Find a helper		
Location	287 Nguyen Chi Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	15/04/2021	1h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Discussion function Find a helper.			
Result Items			
<ul style="list-style-type: none">● Basic discussion of the functions of Find a helper.			

Meeting Information			
Product	Learn English Together		
Subject	Report the process of each member		
Location	287 Nguyen Chi Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	18/04/2021	3h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report the process of each member.● Demo product.● Check all document.● Completed function assigned work.● Test function assigned.			
Result Items			
<ul style="list-style-type: none">● Fix Function.● Fix Document.● Complete the Architectures document.			

Meeting Information			
Product	Learn English Together		
Subject	Report Mentor		
Location	209 Phan Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	20/04/2021	3h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report to mentor.● Review Document.			
Result Items			
<ul style="list-style-type: none">● Fix architectures document.			

Meeting Information			
Product	Learn English Together		
Subject	Discussion function Learn vocabulary		
Location	287 Nguyen Chi Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	22/04/2021	3h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report the process of each member.● Demo product.● Discussion function Learn vocabulary.● Completed function assigned work.			
Result Items			
<ul style="list-style-type: none">● Basic discussion of the functions of Learn vocabulary.● Fix Document.			

Meeting Information			
Product	Learn English Together		
Subject	Discussion function Quiz		
Location	287 Nguyen Chi Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	28/04/2021	3h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report the process of each member.● Demo product.● Discussion function Quiz● Completed function assigned work.			
Result Items			
<ul style="list-style-type: none">● Basic discussion of the functions of Quiz.● Fix Document.			

Meeting Information			
Product	Learn English Together		
Subject	Report Mentor		
Location	209 Phan Thanh Street, Da Nang City		
Date and Time	Date	Start Time	End Time
	07/05/2021	3h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report to mentor.● Review Document.			
Result Items			
<ul style="list-style-type: none">● Reports on what has been done and plan for the implementation of the next part of the Sprint 3.			

Meeting Information			
Product	Learn English Together		
Subject	Prepare to sprint 3		
Location	Meeting online		
Date and Time	Date	Start Time	End Time
	09/05/2021	7h00 PM	10h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Prepare for sprint 3.			
Result Items			
<ul style="list-style-type: none">● Reports on what has been done and plan for the implementation of the next part of the Sprint 3.			

Meeting Information			
Product	Learn English Together		
Subject	Discussion function Dashboard		
Location	Meeting online		
Date and Time	Date	Start Time	End Time
	11/05/2021	1h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Discussion function Dashboard.			
Result Items			
<ul style="list-style-type: none">● Basic discussion of the functions of Dashboard.			

Meeting Information			
Product	Learn English Together		
Subject	Report the process of each member		
Location	Meeting online		
Date and Time	Date	Start Time	End Time
	15/05/2021	3h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report the process of each member.● Demo product.● Check all document.● Completed function assigned work.● Test function assigned.			
Result Items			
<ul style="list-style-type: none">● Fix Function.● Fix Document.● Complete the Architectures document.			

Meeting Information			
Product	Learn English Together		
Subject	Report Mentor		
Location	Meeting online		
Date and Time	Date	Start Time	End Time
	17/05/2021	3h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report to mentor.● Review Document.			
Result Items			
<ul style="list-style-type: none">● Fix architectures document.			

Meeting Information			
Product	Learn English Together		
Subject	Discussion function Admin		
Location	Meeting online		
Date and Time	Date	Start Time	End Time
	18/05/2021	3h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report the process of each member.● Demo product.● Discussion function Admin.● Completed function assigned work.			
Result Items			
<ul style="list-style-type: none">● Basic discussion of the functions of Admin.● Fix Document.			

Meeting Information			
Product	Learn English Together		
Subject	Discussion function Event		
Location	Meeting online		
Date and Time	Date	Start Time	End Time
	21/05/2021	3h00 PM	5h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Report the process of each member.● Demo product.● Discussion function Event● Completed function assigned work.			
Result Items			
<ul style="list-style-type: none">● Basic discussion of the functions of Event.● Fix Document.			

Meeting Information			
Product	Learn English Together		
Subject	Report Mentor		
Location	Meeting online		
Date and Time	Date	Start Time	End Time
	26/05/2021	8h00 PM	10h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Prepare to release product			
Result Items			
<ul style="list-style-type: none">● Prepare to release product			

Meeting Information			
Product	Learn English Together		
Subject	Release.		
Location	Meeting online		
Date and Time	Date	Start Time	End Time
	29/05/2021	7h00 PM	10h00 PM
Attendees	<ul style="list-style-type: none">● Le Thanh Ha● Le Xuan Hieu● Ngo Ngoc My● Doan Trung Thong		
Related documents			
Content			
<ul style="list-style-type: none">● Release product			
Result Items			
<ul style="list-style-type: none">● Release product			