

**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

**Capstone Project 2- Mentor:**

Name Signature Date

**PROJECT INFORMATION**

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| **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 |
|  | My, Ngo Ngoc | ngongocmy851999@gmail.com | 0764497391 |
|  | Thong, Doan Trung | doanthong002@gmail.com | 0886428208 |

**DOCUMENT APPROVALS**

The following signatures are required for approval of this document.

|  |  |  |
| --- | --- | --- |
| Ha, Le Thanh  Student ID: 2321122516  *Scrum Master* | Signature | Date |
| Hieu, Le Xuan  Student ID: 2321124665  *Team Member* | Signature | Date |
| My, Ngo Ngoc  Student ID: 2321124970  *Team Member* | Signature | Date |
| Thong, Doan Trung  Student ID: 2321124144  *Team Member* | Signature | Date |

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|  | **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**

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

**REVISION HISTORY**

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| **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** | * Le Thanh Ha * L Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * Introducing team members. * Discussing about the topic. * Discussing ideas and name of project. | | | |
| **Result Items** | | | |
| * The members are not good about code, but we can try our best. * Process: SCRUM. * Project topic: Learn English Together. | | | |

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| **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** | * Le Thanh Ha * L Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * Use the trello system to split work tasks. * Do proposal. | | | |
| **Result Items** | | | |
| * Divide the task of each member on trello. * Divide work into documents. * Complete proposal. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Summarize the parts of the proposal.   + Prepare to report to a mentor. | | | |
| **Result Items** | | | |
| * + 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. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report Proposal Document for Mentor.   + Plan to do Project Plan, Product Backlog, User Story. | | | |
| **Result Items** | | | |
| * + Recorded errors in proposal.   + Fix Proposal Document. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Discussing about Design Interface.   + Discussing about Design Database. | | | |
| **Result Items** | | | |
| * + Create Design Interface Document.   + Create Database Document. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Plan the implementation of sprint 1. | | | |
| **Result Items** | | | |
| * + Edit the incomplete parts, assign the implementation of the next part of Sprint. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report to mentor. | | | |
| **Result Items** | | | |
| * + Discuss about add functionality, improve interface and more access permissions.   + Fix Product Backlog document.   + Plan to do Sprint Backlog.   + Plan Breaking User Story. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Discuss about add functionality, improve interface and more access permissions. | | | |
| **Result Items** | | | |
| * + Discussing add Functionality.   + Improve Group Interface. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Edit the entire document to suit the function of Group. | | | |
| **Result Items** | | | |
| * + Edit the entire document.   + Edit the entire document to suit the function of Group. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Meeting finished function Group.   + Prepare for retrospective sessions.   + Discuss messaging functionality. | | | |
| **Result Items** | | | |
| * + Complete basic document.   + Done Task. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report to a mentor. | | | |
| **Result Items** | | | |
| * + Reports on what has been done and plan for the implementation of the next part of the Sprint 1. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Prepare for sprint 2. | | | |
| **Result Items** | | | |
| * + Reports on what has been done and plan for the implementation of the next part of the Sprint 2. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Discussion function Find a helper. | | | |
| **Result Items** | | | |
| * + Basic discussion of the functions of Find a helper. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report the process of each member.   + Demo product.   + Check all document.   + Completed function assigned work.   + Test function assigned. | | | |
| **Result Items** | | | |
| * + Fix Function.   + Fix Document.   + Complete the Architectures document. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report to mentor.   + Review Document. | | | |
| **Result Items** | | | |
| * + Fix architectures document. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report the process of each member.   + Demo product.   + Discussion function Learn vocabulary.   + Completed function assigned work. | | | |
| **Result Items** | | | |
| * + Basic discussion of the functions of Learn vocabulary.   + Fix Document. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report the process of each member.   + Demo product.   + Discussion function Quiz   + Completed function assigned work. | | | |
| **Result Items** | | | |
| * + Basic discussion of the functions of Quiz.   + Fix Document. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report to mentor.   + Review Document. | | | |
| **Result Items** | | | |
| * + Reports on what has been done and plan for the implementation of the next part of the Sprint 3. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Prepare for sprint 3. | | | |
| **Result Items** | | | |
| * + Reports on what has been done and plan for the implementation of the next part of the Sprint 3. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Discussion function Dashboard. | | | |
| **Result Items** | | | |
| * + Basic discussion of the functions of Dashboard. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report the process of each member.   + Demo product.   + Check all document.   + Completed function assigned work.   + Test function assigned. | | | |
| **Result Items** | | | |
| * + Fix Function.   + Fix Document.   + Complete the Architectures document. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report to mentor.   + Review Document. | | | |
| **Result Items** | | | |
| * + Fix architectures document. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report the process of each member.   + Demo product.   + Discussion function Admin.   + Completed function assigned work. | | | |
| **Result Items** | | | |
| * + Basic discussion of the functions of Admin.   + Fix Document. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Report the process of each member.   + Demo product.   + Discussion function Event   + Completed function assigned work. | | | |
| **Result Items** | | | |
| * + Basic discussion of the functions of Event.   + Fix Document. | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Prepare to release product | | | |
| **Result Items** | | | |
| * + Prepare to release product | | | |

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| **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** | * Le Thanh Ha * Le Xuan Hieu * Ngo Ngoc My * Doan Trung Thong | | |
| **Related documents** |  | | |
| **Content** | | | |
| * + Release product | | | |
| **Result Items** | | | |
| * Release product | | | |