

Meeting Minutes – ICT30001

WEEK 2

Meeting number: 1								
Date and time: 17/05/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (meetings, classes, emails...) (min)
1	Vi Luan Dang - 103802759	Yes	Yes	Yes	30	200	30	None
2	Linh Dan Nguyen – 103488557	Yes	Yes	Yes	30	200	30	None
3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	400	30	None
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	30	200	30	None
	Issues			Who is responsible for this action?		When does it have to be completed by?		
	What is being discussed? What needs to be done?							
1	Team roles and responsibilities specification, confirmation with the lecturer regarding course's assignment.			Luan		17/05/2024		
2	Assignment planning and preparation.			Khang, Dan		17/05/2024		
3	Meeting minutes drafting and reviewing, then submit within the week			Luan		19/05/2024		
4	Project proposal drafting.			Khang		19/05/2024		
5	Establish communication and contact point with the client			Huy		22/05/2024		
6	Review the revised project brief by the lecturer			Luan		22/05/2024		
7	Schedule a meeting with the client for finalized project proposal			Huy		23/05/2024		

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Meeting notes:

1a: Team roles and responsibilities:

- Luan – Team Leader
 - Dan, Khang Huy – Team members
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1b: Confirmation regarding final product and presentation:

- Can only choose between semi-technical with analytic, or full technical. Business is not available
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2a: Assignment planning:

- Q&A chatbox idea is finalized, need to give project draft within this week (19 latest), next week (26/05) is the deadline for the final project proposal. Need to have a meeting with the client for reviewing the proposal and sign the MOU on canvas.

NOTE:

- Deadline for draft proposal 19/05/2024, **Khang** will write the draft proposal, Luan will send to lecturer.
 - Deadline for meeting with the client 22/05/2024, **Huy** and **Luan** will meet the client for the signature, need the “reviewed” proposal before that.
 - Deadline for the final proposal is 26/05/2024, need to submit the final proposal and client agreement.
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2b: Project preparation:

- Setup internal communication line, **Khang** + **Luan** will take care of this:
 - + Google Drive for document storage.
 - + GitHub repos for code storage.
 - + Slack for team observation.
 - Prepare project proposal design, **Dan** will take care of this.
-

3a: Meeting minute drafting:

- Ask for template from **Dan**.
- Write minutes within the week, submit before Sunday.
- Review all the deadlines.

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4a: Project Proposal drafting:

- **Khang** has done this on 17/05/2024, all team members review and confirm, Luan sends to the lecturer for feedback.
 - Feedback for the drafting must be checked and redo (if necessary) before 22/05/2024.
 - After the review by the lecturer and client, **Dan** will format the proposal for final submission on 26/05/2024.
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5a: Communication line with the client:

- **Huy** communicate with Mr. Duy Truong, letting him know bout the project, ask him for feedback (if any), and brief him about the key points and timelines of the project.
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6a: Review the project draft feedback from the lecturer:

- **Luan** sends the project draft to lecturer before 20/05/2024, should feedback arrive, immediately convey to the time for adjustments.
 - Store the draft and related documents on Drive.
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7a: Schedule a meeting with client for MOU:

- **Huy** schedules a meeting with Mr. Duy Truong for MOU of the final project before 23/05/2024, note down his feedback and make adjustment to the final proposal (if any).
 - **Luan** will go to the meeting with **Huy** if necessary.
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WEEK 3

Meeting number: 2								
Date and time: 24/05/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (meetings, classes, emails...) (min)
1	Vi Luan Dang - 103802759	Yes	Yes	Yes	30	200	30	None
2	Linh Dan Nguyen – 103488557	Yes	Yes	Yes	30	200	30	None
3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	400	30	None
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	30	200	30	None
	Issues What is being discussed? What needs to be done?			Who is responsible for this action?		When does it have to be completed by?		
1	Change the project due to refusal of the previous client			Luan		24/05/2024		
2	Redo the project brief			Huy, Dan		23/05/2024		
3	Meeting with the new client for MOU signing			Dan		24/05/2024		
4	Redo project proposal drafting.			Khang, Huy		24/05/2024		
5	Meeting minutes drafting and reviewing, then submit the week after (this week class is cancelled)			Luan		31/05/2024		

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Meeting notes:

1a: Change the project due to refusal of the previous client

- Initial project was Q&A chatbox for courses and advice of studying for Swinburne Vietnam, however, the client refused to give data or involvement in this project. As a result, we change the project to Design and Deployment of a Secure CI/CD Pipeline for Application Development.
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1b: Next steps

- Redo the project brief (Huy, Dan – 23/05/2024)
 - Meeting with the new client for MOU signing (Dan – 24/05/2024)
 - Redo project proposal drafting (Khang – 24/05/2024)
 - The class this week is cancelled and reschedule next week, therefore, prepare meeting minutes and submit it next week (Luan – 31/05/2024)
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2a: Redo Project brief

- Huy and Dan, prepare the project brief again (23/05/2024) and present to the new client before signing the MOU (24-05-2024)
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3a: Meeting with the client for the MOU signing.

- Dan meets the new client and present the key point of our project for them, ask for their feedback, and sign the MOU.
 - Inquire the client for contact point and information for future meeting.
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4a: Redo the project proposal drafting.

- Khang and Huy, prepare the proposal drafting again for the final submission on Sunday this week, remember to request for help if times run out. Ask for peer review before submitting.
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4a: Project Proposal drafting:

- **Khang** has done this on **17/05/2024**, all team members review and confirm, Luan sends to the lecturer for feedback.
 - Feedback for the drafting must be checked and redo (if necessary) before **22/05/2024**.
 - After the review by the lecturer and client, **Dan** will format the proposal for final submission on **26/05/2024**.
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5a: Prepare meeting minute and review.

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- Class on Friday this week is cancelled, prepare meeting minute and submit it at the end of the next class.
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WEEK 4

Meeting number: 3								
Date and time: 31/05/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (meetings, classes, emails...) (min)
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2	Linh Dan Nguyen – 103488557	Yes	Yes	Yes	30	200	30	None
3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	400	30	None
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	30	200	30	None
	Issues			Who is responsible for this action?			When does it have to be completed by?	
	What is being discussed? What needs to be done?							
1	Prepare and select tasks for Initial Proposal and Plan			Luan			30/05/2024	
2	Team contribution Statement Stage 1			Huy			01/06/2024	
3	Meeting minutes drafting and reviewing (remember to submit last week meeting minute also)			Luan			01/06/2024	

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Meeting notes:

1a: Prepare and select tasks for Initial Proposal and Plan

- Divide the task for Initial Proposal and Plans
 - The whole assignment is divided as follows:
 - + Executive Summary, Background, Objectives: **Huy** (deadline is 02/06/2024).
 - + Scope, Out of Scope, Constraints and Dependencies, Deliverables: **Luan** (deadline is 02/06/2024).
 - **Remember to cross-check with Khang for the deliverables diagram.**
 - + Assumptions, Risks, Issues: **Khang** (deadline is 02/06/2024).
 - + Project Team Structure, Project Signoff, Appendix A – Grantt Chart: **Dan** (deadline is 02/06/2024).
 - **Remember to cross-check with the team about the timeline.**
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1b: Next steps

- Check grammar errors, plagiarism, and cross-check if needed before submitting on the Drive. Last team-check will be at 6:00 PM Sunday.
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2a: Team contribution Statement Stage 1

- Huy prepares the team contribution statement stage 1 for the team, ask members for clarification or statement if needed (deadline is 02/06/2024).
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3a: Meeting minutes drafting and review

- Prepare meeting minute for this week and submit after class ends.

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WEEK 5

Meeting number: 4								
Date and time: 07/06/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (coding) (min)
1	Vi Luan Dang - 103802759	Yes	Yes	Yes	30	200	60	120
2	Linh Dan Nguyen – 103488557	Yes	Yes	Yes	40	300	30	60
3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	100	40	90
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	40	300	30	60
	Issues			Who is responsible for this action?			When does it have to be completed by?	
	What is being discussed? What needs to be done?							
1	Write scripts to deploy AWS infrastructure			Luan, Khang			05/06/2024	
2	Configure storing credentials via Git Secret			Luan			05/06/2024	
3	Configure trigger between committing on GitHub and running test cases			Luan, Dan			06/06/2024	
4	Writing Test cases			Luan, Huy			06/06/2024	
5	Set up project on Jira			Dan			06/06/2024	
6	Draw infrastructure and connection diagram for demo			Luan, Huy			06/06/2024	

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Meeting notes:

1a: Prepare and start provisioning the initial infrastructure

- Meeting on Monday (03/06/2024) to discuss and divide workload as follows:
 - Write scripts to automatically deploy AWS infrastructure - Luan, Khang (deadline is 05/06/2024)
 - Configure Git Secret to store credentials – Luan (deadline is 05/06/2024)
 - Configure trigger between committing code on GitHub and running test cases – Luan, Dan (deadline is 05/06/2024)
 - Writing test cases to test connection and functionality of the infrastructure – Luan, Huy (deadline is 05/06/2024)
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2a: Prepare code demonstration for lecturer on Friday

- All members must finish the assigned tasks on time and attend an online meeting on Thursday to test and prepare code demo.
 - Luan is assigned as the person to conduct the demo with the infrastructure set up on his machine, other members contribute ideas and opinions to finalize the content of the demo.
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2b: Next steps

- Perform code demo for lecturer on Friday.
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3a: Draw infrastructure diagram

- After provisioning the infrastructure and preparing code demo, the team decides to prepare an infrastructure diagram to illustrate the progress of the project to lecture – Luan, Huy (deadline is 06/06/2024). The diagram is thoroughly check and approve by all members.
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4a: Set up Jira

- Starting from week 5, the team has agreed to utilize Jira for project management purposes, Dan is responsible for setting up the project portal on Jira for the team (deadline is 06/06/2024)

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WEEK 6

Meeting number: 5								
Date and time: 14/06/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (coding) (min)
1	Vi Luan Dang - 103802759	Yes	Yes	Yes	30	200	60	150
2	Linh Dan Nguyen – 103488557	Yes	Yes	Yes	40	300	30	90
3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	100	40	120
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	40	300	30	90
	Issues What is being discussed? What needs to be done?			Who is responsible for this action?		When does it have to be completed by?		
1	Optimized and refactored code repository			Luan, Khang		12/06/2024		
2	Completed workflow for Infrastructure deployment			Khang		11/06/2024		
3	Set up application containerization and storage on Dockerhub			Luan, Huy		12/06/2024		
4	Host application infrastructure on Kubernetes			Luan, Huy		12/06/2024		
5	Set up synchronization and deployment using ArgoCD			Dan		12/06/2024		
6	Create project progress slide for lecturer			Dan		13/06/2024		

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Meeting notes:

1: Optimized and refactored code repositories

- Perform thorough understanding of the current code base – Luan & Khang (deadline is within 10/06/2024)
 - Identify areas for code optimization (algorithm, database, resource) – Khang (deadline is within 10/06/2024)
 - Perform code optimization – Luan (deadline is 12/06/2024)
 - Perform code refactoring – Khang (deadline is 12/06/2024)
-

2a: Complete infrastructure deployment workflow

- Group meeting to synthesize methods and tools of infrastructure deployment – All members (10/06/2024)
 - Design and complete workflow for infrastructure deployment – Khang (deadline is 11/06/2024)
-

2b: Infrastructure Deployment

- Initial discussion and research on the approach to Dockerhub and Kubernetes – Luan & Huy (deadline is 11/06/2024)
 - Set up application containerization and storage on Dockerhub – Luan & Huy (deadline is 12/06/2024)
 - Host application infrastructure on Kubernetes – Luan & Huy (deadline is 12/06/2024)
-

2c: Next steps

- Deploy current workflow on AWS (week 7)
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3: Set up synchronization and deployment using ArgoCD

- Synchronization and deployment between ArgoCD and Kubernetes clusters – Dan (deadline is 12/06/2024)
-

4: Prepare project progress slides and meeting minutes

- Prepare project progress slides for lecturer on Friday – Dan (deadline is 13/06/2024)
- Prepare meeting minutes – Huy (deadline is 14/06/2024)

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WEEK 7

Meeting number: 6								
Date and time: 21/06/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (coding) (min)
1	Vi Luan Dang - 103802759	Yes	Yes	Yes	30	200	60	150
2	Linh Dan Nguyen – 103488557	Yes	Yes	Yes	40	300	30	90
3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	100	40	120
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	40	300	30	90
	Issues			Who is responsible for this action?			When does it have to be completed by?	
	What is being discussed? What needs to be done?							
1	Finalize workflow for Documentation process			Dan			21/06/2024	
2	Finalize CI/CD Pipeline architecture and POC			Luan + Khang			21/06/2024	
3	Connect with Swinburne’s startup group or organization about collaboration			Huy			19/06/2024	
4	Finish the CI/CD workflow for simple demo to the participants/test users			Luan + Khang			21/06/2024	

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Meeting notes:

1a: Finalize workflow for Documentation process

- Dan creates an Excel summary of all document needed for July
- Assign appropriate team members to the tasks.
- Prepare for final presentation and user manual

2a: Finalize CI/CD Pipeline architecture and POC

- Khang and Luan decide on the architecture
- Luan build the POC for the architecture to discuss with the team

3a: Connect with Swinburne's startup group or organization about collaboration

- Luan and Huy connect with existing startup organization or movement within Swinburne to convince them using our pipeline
- Summarize their consideration and concerns for the team

4a: Finish the CI/CD workflow for simple demo to the participants/test users

- Luan and Khang make a demo for illustrating to the test users and startup organizations.

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WEEK 8

Meeting number: 7								
Date and time: 29/06/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (coding) (min)
1	Vi Luan Dang - 103802759	Yes	Yes	Yes	30	200	60	150
2	Linh Dan Nguyen – 103488557	Yes	Yes	Yes	40	300	30	90
3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	100	40	120
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	40	300	30	90
	Issues What is being discussed? What needs to be done?			Who is responsible for this action?			When does it have to be completed by?	
1	Update current progress regarding the documentation			Dan			27/06/2024	
2	Update the current contacts and works with the startup organization (Mexer)			Huy			27/06/2024	
3	Update the current progress of the architecture and POC			Luan			27/06/2024	
4	Make adjustment to the prototype for Mexer			Khang			27/06/2024	
5								
6								

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Meeting notes:

1a: Update current progress regarding the documentation

- Task assigned and summarized in the Excel online.

2a: Update the current contacts and works with the startup organization (Mexer)

- Mexer agrees to join as test user and client
- Mexer wants to have a meeting in July

3a: Update the current progress of the architecture and POC

- Architecture is done, the POC is currently on progress and meet with deadline

4a: Finish the CI/CD workflow for simple demo to the participants/test users

- Demo is done and can be shown to the client in July

NOTE:

- Class cancelled this week, propose another day to have progress meeting with lecturer.
 - Summarize task done in this week and send to lecturer if can not schedule meeting.
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WEEK 9

Meeting number: 8								
Date and time: 01/07/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (coding) (min)
1	Vi Luan Dang - 103802759	Yes	Yes	Yes	30	200	60	150
2	Linh Dan Nguyen – 103488557	Yes	Yes	Yes	40	300	30	90
3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	100	40	120
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	40	300	30	90
	Issues			Who is responsible for this action?		When does it have to be completed by?		
	What is being discussed? What needs to be done?							
1	Migrate all infrastructure on AWS EKS			Luan		05/07/2024		
2	Prepare sample web application for Mexer			Luan		05/07/2024		
3	Prepare sample web application for Trung Nguyen Coffee			Khang		05/07/2024		
4	Redraw Infrastructure Diagrams			Khang		05/07/2024		
5	Prepare tasks and allocation for end-of-semester documentation			Dan		05/07/2024		
6	Integrate Security measures for the CI/CD Pipeline			Luan & Khang		05/07/2024		

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Meeting notes:

1a: Migrate all infrastructure on AWS EKS

- Task: Migration of all infrastructure to AWS EKS.
- Current Status: Task is ongoing and on track for the deadline.
- Responsible: Luan
- Deadline: 05/07/2024

2a: Prepare sample web application for Mexer

- Task: Develop a sample web application tailored for Mexer.
- Current Status: Application preparation is in progress.
- Responsible: Luan
- Deadline: 05/07/2024

3a: Prepare sample web application for Trung Nguyen Coffee

- Task: Develop a sample web application for Trung Nguyen Coffee.
- Current Status: Application preparation is in progress.
- Responsible: Khang
- Deadline: 05/07/2024

4a: Redraw Infrastructure Diagrams

- Task: Update and redraw the existing infrastructure diagrams.
- Current Status: Diagrams are being revised.
- Responsible: Khang
- Deadline: 05/07/2024

5a: Prepare tasks and allocation for end-of-semester documentation

- Task: Organize and allocate tasks for end-of-semester documentation.
- Current Status: Preparation is underway.
- Responsible: Dan
- Deadline: 05/07/2024

6a: Integrate Security Measures for the CI/CD Pipeline

- Task: Implement security measures within the CI/CD pipeline.
- Current Status: Integration is in progress.
- Responsible: Luan & Khang
- Deadline: 05/07/2024

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WEEK 10

Meeting number: 9								
Date and time: 08/07/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (coding) (min)
1	Vi Luan Dang - 103802759	Yes	Yes	Yes	30	200	60	150
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3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	100	40	120
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	40	300	30	90
	Issues What is being discussed? What needs to be done?			Who is responsible for this action?			When does it have to be completed by?	
1	Migrate all Applications on AWS EKS			Luan			13/07/2024	
2	Prepare for monitoring features			Luan			13/07/2024	
3	Set up meeting to discuss what will have in Guide (need to make videos and write user manual)			Dan			13/07/2024	
4	Make User Guide videos			Dan			13/07/2024	
5	Write User Guide report			Dan			13/07/2024	
6	Develop Usability Testing plan (4 subjects)			Khang			13/07/2024	
7	Find participants & Perform testing			Huy			13/07/2024	
8	Document testing result			Huy			13/07/2024	

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Meeting notes:

1a: Migrate all Applications on AWS EKS

- Task: Migrate all existing applications to AWS EKS.
- Current Status: Migration is underway and on track for the deadline.
- Responsible: Luan
- Deadline: 13/07/2024

2a: Prepare for Monitoring Features

- Task: Set up monitoring features for the migrated applications.
- Current Status: Preparation is in progress.
- Responsible: Luan
- Deadline: 13/07/2024

3a: Set Up Meeting to Discuss Guide Content

- Task: Schedule a meeting to determine the content for the guide, including video creation and user manual.
- Current Status: Meeting needs to be arranged.
- Responsible: Dan
- Deadline: 13/07/2024

4a: Make User Guide Videos

- Task: Create instructional videos for the User Guide.
- Current Status: Video production is in progress.
- Responsible: Dan
- Deadline: 13/07/2024

5a: Write User Guide Report

- Task: Write and compile the User Guide report.
- Current Status: Report writing is underway.
- Responsible: Dan
- Deadline: 13/07/2024

6a: Develop Usability Testing Plan (4 subjects)

- Task: Create a usability testing plan involving 4 subjects.
- Current Status: Testing plan development is in progress.
- Responsible: Khang
- Deadline: 13/07/2024

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7a: Find Participants & Perform Testing

- Task: Recruit participants and conduct usability testing.
- Current Status: Participant recruitment and testing are scheduled.
- Responsible: Huy
- Deadline: 13/07/2024

8a: Document Testing Results

- Task: Document and compile the results from the usability testing.
- Current Status: Documentation is underway.
- Responsible: Huy
- Deadline: 13/07/2024

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WEEK 11

Meeting number: 10								
Date and time: 14/07/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (coding) (min)
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	Issues			Who is responsible for this action?			When does it have to be completed by?	
	What is being discussed? What needs to be done?							
1	Last testing with Mexer			Luan			20/07/2024	
2	Last testing with Trung Nguyen Coffee			Luan			20/07/2024	
3	Outline tasks for Final Report and Final Solution			Dan			20/07/2024	

Final Report and Implementation Strategy (Sun 29/7) 10%	
Executive Summary	Huy
Introduction	Huy
Project Overview	Huy
Functional requirements	Khang
Non-functional requirements	Khang
User interface requirements	Khang
Methodology and description of what was developed	Luan
Acceptance criteria	Luan
Future Considerations	Luan
Conclusion	Dan
Design template	Dan
Edit & Finalize + Ref/Glossary/Index/Appendix	Dan

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Meeting notes:

1a: Last Testing with Mexer

- Task: Conduct final testing phase with Mexer.
- Current Status: Testing scheduled and on track.
- Responsible: Luan
- Deadline: 20/07/2024

2a: Last Testing with Trung Nguyen Coffee

- Task: Perform final testing phase with Trung Nguyen Coffee.
- Current Status: Testing scheduled and on track.
- Responsible: Luan
- Deadline: 20/07/2024

3a: Outline Tasks for Final Report and Final Solution

- Task: Define and outline tasks required for completing the Final Report and Final Solution.
- Current Status: Task outlining is underway.
- Responsible: Dan
- Deadline: 20/07/2024

4a: Final Report and Implementation Strategy (Due Sun 29/7)

- Overall Progress: 10% completed
- Tasks and Assignments:
 - Executive Summary: Huy
 - Introduction: Huy
 - Project Overview: Huy
 - Functional Requirements: Khang
 - Non-functional Requirements: Khang
 - User Interface Requirements: Khang
 - Methodology and Description of What Was Developed: Luan
 - Acceptance Criteria: Luan
 - Future Considerations: Luan
 - Conclusion: Dan
 - Design Template: Dan
 - Edit & Finalize + Ref/Glossary/Index/Appendix: Dan

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WEEK 12

Meeting number: 11								
Date and time: 21/07/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (coding) (min)
1	Vi Luan Dang - 103802759	Yes	Yes	Yes	30	200	60	150
2	Linh Dan Nguyen – 103488557	Yes	Yes	Yes	40	300	30	90
3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	100	40	120
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	40	300	30	90
	Issues			Who is responsible for this action?			When does it have to be completed by?	
	What is being discussed? What needs to be done?							
1	Outline task for final solution report			Dan			23/07/2024	

Final Solution - Technical Solution REPORT (Sun 29/7)	20%
Marketing Plan / Strategy	Huy
Marketing Campaign	Huy
Business Plan	Huy
Software Package Solution	Luan
Human Resource Framework	Dan
Logistics and Supply Plan Strategy	Khang
Website Design /Change/ orNew implementation	Luan
Other...	Khang

Meeting Minutes – ICT30001

Meeting notes:

1a: Outline Task for Final Solution Report

- Task: Define and outline tasks for the Final Solution Report.
- Current Status: Task outlining is scheduled and on track.
- Responsible: Dan
- Deadline: 23/07/2024

2a: Final Solution - Technical Solution Report (Due Sun 29/7)

- Overall Progress: 20% completed
- Tasks and Assignments:
 - Marketing Plan / Strategy: Huy
 - Marketing Campaign: Huy
 - Business Plan: Huy
 - Software Package Solution: Luan
 - Human Resource Framework: Dan
 - Logistics and Supply Plan Strategy: Khang
 - Website Design / Change / or New Implementation: Luan
 - Other: Khang

Meeting Minutes – ICT30001

WEEK 13

Meeting number: 11								
Date and time: 29/07/2024								
Attendees:	Name and ID#	Was submitted work on time?	Was submitted work of suitable quality?	Activities				
				Participation in offline meeting?	Writing (min and words)		Research and/or analysis (min)	Other (coding) (min)
1	Vi Luan Dang - 103802759	Yes	Yes	Yes	30	200	60	150
2	Linh Dan Nguyen – 103488557	Yes	Yes	Yes	40	300	30	90
3	Duy Khang Nguyen - 104056476	Yes	Yes	Yes	30	100	40	120
4	Bao Huy Tran - 103505799	Yes	Yes	Yes	40	300	30	90
	Issues			Who is responsible for this action?			When does it have to be completed by?	
	What is being discussed? What needs to be done?							
1	Outline task for presentation			Dan			30/07/2024	

Presentation	15%
Problems	Dan + Huy
Proposal	Dan + Huy
Implementation	Khang
Demo	Luan
Conclusion	Dan + Huy

Meeting Minutes – ICT30001

1a: Outline Task for Presentation

- Task: Define and outline tasks required for preparing the presentation.
- Current Status: Task outlining is scheduled and on track.
- Responsible: Dan
- Deadline: 30/07/2024

2a: Presentation Preparation (Due Date TBD)

- Tasks and Assignments:
 - Problems: Dan + Huy
 - Proposal: Dan + Huy
 - Implementation: Khang
 - Demo: Luan
 - Conclusion: Dan + Huy