

/MEETING MINUTES

Meeting/Project Name:	Week 1 <Requirements Analysis, Schedule Planning & Initial Product Design>		
Date of Meeting:	February 29, 2020	Time:	9:00 a.m. – 12:00 a.m.
Minutes Prepared By:	Mr. Phong (Group Leader)	Location:	Highland Coffee Shop
1. Meeting Objective			
Project Group Meeting for week 1			
2. Attendees			
Group Members: <ul style="list-style-type: none"> ❖ Mr. Thong ❖ Mr. Hieu ❖ Mr. Vinh ❖ Mr Trung ❖ Ms. Hue 			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Group Meeting Schedule Preparation	Firstly, Mr. Phong will organize first meeting timing and gather member opinions on Group Meeting Plan. Then Mr. Hieu will discuss the timeline for each meeting, and Mr. Thong discusses about the framework the group will use for each meeting. After that, Mr. Vinh will choose next meeting locations based on member's votes. Finally, Mr. Trung and Ms. Hue will make estimates and choose tools for the project.		
Requirements Gathering	Mr. Phong will meet & Discuss Requirements with Product Owner then he will facilitate the requirements for the group. Mr. Hieu, Mr. Vinh and Mr. Thong will focus on the requirements of Back-end and Initial Product Design. Mr. Trung and Ms. Hue will focus on the requirements of Front-end Design.		
Requirements Analysis	Our group started the requirements analysis phase with Back-end analysis by Mr. Vinh, Mr.Hieu and Mr. Thong, throughout the analysis process, Mr. Phong who is the group leader also helped to provide ideas and restructure that we will need. Then the requirements analysis day ends with Mr. Trung and Ms. Hue session of Front-end analysis. The group agreed that with these requirements analysis, it is possible to meet the deadline of this project and satisfy the Product Owner requirements.		
Finalize Analysis	Mr. Thong, Mr. Hieu and Mr. Vinh first report about the initial product design of the project as well as Back-end analysis findings from the requirements of product owner. Then Mr. Trung and Ms. Hue reports on their analysis finding of Back-end requirements to the group. It is estimated that this is a feasible project and finally Mr. Phong finalizes the report for analysis document that the group will follow throughout the whole process of this project.		
Next Week Planning	For the next week's project plan, Mr. Phong proposes that each team member will have to give feedbacks for their tasks and the group agreed that we should separate Back-end and Front-end report feedbacks in order to avoid overlapping ideas. The group also noted that the main focus of the next week will be Database Design for the project and allocate tasks for each member accordingly.		

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Meeting/Project Name:	Week 2 <Database Design>		
Date of Meeting:	March 07, 2020	Time:	9:00 a.m. – 12:00 a.m.
Minutes Prepared By:	Mr. Phong (Group Leader)	Location:	Highsland Coffee Shop
1. Meeting Objective			
Project Group Meeting for week 2			
2. Attendees			
Group Members: <ul style="list-style-type: none"> ❖ Mr. Thong ❖ Mr. Hieu ❖ Mr. Vinh ❖ Mr Trung ❖ Ms. Hue 			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Analyze & Design Database Structure	According to the requirements from Product Owner and stakeholders, Mr. Phong who has listened to their proposals said that the database should have 4 main user roles including Admin, Staff, Tutor and Student. The group will have to keep these user roles in mind when analyzing the fields in database structure and designing database tables.		
Design Database Tables	The amount of workload is shared among the group accordingly to their analysis on database design. Firstly, Mr. Phong will work on designing database tables for <Room, Message, Blog Post, Blog Comment and Notification> functions and Mr. Hieu will assist Mr. Phong when creating these tables. Ms. Hue and Mr. Vinh will design database tables for <User, Roles, Document, Comment and Allocation> functions. Next, Mr. Thong is tasked with designing database tables for <Meeting, Record> functions. Finally, Mr. Trung will mainly work on database tables for <TutorID, StudentID and DashBoard>.		
Finalize Database Design	After finishing with database designing phase, we gathered the group together and Mr. Phong will collect all parts of the database designed by each member then he will input and finalize the group database design. After that, we had a few discussion on how to fix bugs and errors occurred when designing the database and fixed those problems within an appropriate timeframe.		
Next Week Planning	For next week workload, our group decided that we will work on our website User Interface including drawing initial Mockup design.		

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Meeting/Project Name:	Week 3 < Database Mockup & User Interface >		
Date of Meeting:	March 14, 2020	Time:	9:00 a.m. – 12:00 a.m.
Minutes Prepared By:	Mr. Phong (Group Leader)	Location:	Google Meeting (Online tool)
1. Meeting Objective			
Project Group Meeting for week 3			
2. Attendees			
Group Members: <ul style="list-style-type: none"> ❖ Mr. Thong ❖ Mr. Hieu ❖ Mr. Vinh ❖ Mr Trung ❖ Ms. Hue 			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Design Mockup	Based on opinions of our Product Owner after viewing our product catalog. Our group allocates drawing of each mockup page for each member based on their experience when designing the database tables.		
Design User Interface	After reviewing our drawings for Mockup design and agreeing on our design direction. We continue to build the website User Interface based on the requirements of Product Owner.		
Finalize User Interface Design	Our group decided that we will allocate each member to test each user interface page of our website. Mr. Phong will test Home, Login and Blog pages. Mr. Hieu will test Admin's DashBoard, Admin's Profile, Create New Account and Account's List pages. Mr. Thong will test Staff's DashBoard, Staff's Profile, Staff's List and Student's List pages. Mr. Vinh will test Staff's Create Account, Statistics, Allocation and Comment (Tutor & Student) pages. Mr. Trung will test Student's DashBoard, Student's Upload File, Student's Message, Student's Join Meeting and Student's Profile pages. Finally Ms. Hue will test Tutor's DashBoard, Tutor's Upload File, Tutor's Message and Tutor's Create Meeting, Tutor's Profile pages.		
Next Week Planning	For the next week workload, our group decided to revise our user interface designs and deliver our deliverables to Produce Owner to get their approvals and opinions so that we can continue to the next project phase.		

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Meeting/Project Name:	Week 4 <Revising User interface According to Customer's Requirements>		
Date of Meeting:	March 21, 2020	Time:	9:00 a.m. – 12:00 a.m.
Minutes Prepared By:	Mr. Phong (Group Leader)	Location:	Google Meeting (Online tool)
1. Meeting Objective			
Project Group Meeting for week 4			
2. Attendees			
Group Members: <ul style="list-style-type: none">❖ Mr. Thong❖ Mr. Hieu❖ Mr. Vinh❖ Mr Trung❖ Ms. Hue			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Customer Deliverables	Our group gathered and met with our customers in order to present our deliverables, taking notes on new changes in requirements according customers' new requirements.		
Fixing Interface According to Customer Requirements	From the customer's new requirements, we make changes to our initial database design so that it will be more suitable to the current requirements. Fixing small errors when we setting up the website.		
Finalize User Interface Design	After contacting our customers and send them the final revision of our website User Interface. We had a small meeting talk on our next phase of Back-end Coding in order to make a plan for our workload allocation.		
Next Week Planning	At the beginning of our Back-end Coding, we planned that the next week we will build the general functions for our project to make deliverables to our customer for review.		

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Meeting/Project Name:	Week 5 <Back-end Coding Phase 1: Building Functions & Database Connection>		
Date of Meeting:	March 28, 2020	Time:	9:00 a.m. – 12:00 a.m.
Minutes Prepared By:	Mr. Phong (Group Leader)	Location:	Google Meeting (Online tool)
1. Meeting Objective			
Project Group Meeting for week 5			
2. Attendees			
Group Members: <ul style="list-style-type: none"> ❖ Mr. Thong ❖ Mr. Hieu ❖ Mr. Vinh ❖ Mr Trung ❖ Ms. Hue 			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Building Back-end Functions	From the requirements analysis report of Group Meeting Week 1. Mr. Phong will devise the Back-end Coding Plan into 3 phases for 3 weeks. In the first and current week, Mr. Phong will focus on building <Register and Account> functions. Mr. Hieu will work on <Login and Logout> functions. Mr. Thong will work on <Reset Password> function.		
Database Connection	The main task of database connection members is to establish connection between system database and back-end coding. Mr. Vinh and Ms. Hue was given this task from our group meeting. Specifically, Mr. Vinh will modify and update database according to back-end functions building process so that the database will always cope with new changes made by the back-end team. Additionally, Ms. Hue will provide estimation on database connection in order to provide data support for the back-end team.		
Testing Plan for Each Function	Testing Plan for each function this week was given to Mr. Trung. He is responsible for testing each function of phase 1 and report his findings to the group if he finds any bugs or errors that need to be fixed.		
Next Week Planning	After reviewing the functionality and test plan for phase 1 of Back-end Coding, and agreeing on the results of our work progress. The final discussion of this week is reviewing the preparations that we need to do for phase 2 of Back-end Coding which will happen next week.		

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Meeting/Project Name:		Week 6 < Back-end Coding Phase 2: Building Back-end Functions >	
Date of Meeting:	April 04, 2020	Time:	9:00 a.m. – 12:00 a.m.
Minutes Prepared By:	Mr. Phong (Group Leader)	Location:	Google Meeting (Online tool)
1. Meeting Objective			
Project Group Meeting for week 6			
2. Attendees			
Group Members: <ul style="list-style-type: none"> ❖ Mr. Thong ❖ Mr. Hieu ❖ Mr. Vinh ❖ Mr Trung ❖ Ms. Hue 			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Building Back-end Functions	In Phase 2 of Back-end Coding, we will continue to work on functions that we have divided in last week meeting. Specifically, Mr. Phong will work on < Profile functions (Insert, Update, Delete, Details) >. Mr. Hieu will work on < Send and Get Messages > functions. Mr. Thong will work on < Arrange and Record Meeting > functions. Mr. Vinh will work on < Upload Document > function. Mr. Trung will work on < View Report Statistics > functions. Lastly, Ms. Hue will work on < Comment > function.		
Testing Plan for Each Function	Since Mr. Trung and Ms. Hue workload for Back-end Coding this week is low. Our group decided that they will be responsible for testing each function this week. If errors or bugs occurred during implement testing, Mr. Trung and Ms. Hue will need to communicate between each other in order to fix these problems.		
Next Week Planning	After reviewing the functionality and test plan for phase 2 of Back-end Coding, and agreeing on the results of our work progress. The final discussion of this week is reviewing the preparations that we need to do for phase 3 of Back-end Coding which will happen next week.		

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Meeting/Project Name:		Week 7 < Back-end Coding Phase 3: Building Functions & Implementation >	
Date of Meeting:	April 11, 2020	Time:	9:00 a.m. – 12:00 a.m.
Minutes Prepared By:	Mr. Phong (Group Leader)	Location:	Google Meeting (Online tool)
1. Meeting Objective			
Project Group Meeting for week 7			
2. Attendees			
Group Members: <ul style="list-style-type: none"> ❖ Mr. Thong ❖ Mr. Hieu ❖ Mr. Vinh ❖ Mr Trung ❖ Ms. Hue 			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Building Back-end Functions	In Phase 3 of Back-end Coding, we will continue to work on functions that we have divided in last week meeting. Specifically, Mr. Phong will work on < Blog Writing > function. Mr. Hieu will work on < Allocation > function. Mr. Thong will work on < Edit Roles > function. Mr. Vinh will work on < Import and Export > functions. Lastly, Ms. Hue will work on < Add and Disable Accounts > functions.		
Testing Plan for Each Function	Testing Plan for each function this week was given to Mr. Trung. He is responsible for testing each function of phase 3 and report his findings to the group if he finds any bugs or errors that need to be fixed. In addition, Mr. Thong and Mr. Vinh will help Mr. Trung when implement testing for this phase to lighten his workload.		
Next Week Planning	After reviewing the functionality and test plan for phase 3 of Back-end Coding, and agreeing on the results of our work progress. The final week of this project will focus on testing the whole system and deployment.		

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Meeting/Project Name:		Week 8 <Testing & Deployment>	
Date of Meeting:	April 18, 2020	Time:	9:00 a.m. – 12:00 a.m.
Minutes Prepared By:	Mr. Phong (Group Leader)	Location:	Google Meeting (Online tool)
1. Meeting Objective			
Project Group Meeting for week 8			
2. Attendees			
Group Members: <ul style="list-style-type: none"> ❖ Mr. Thong ❖ Mr. Hieu ❖ Mr. Vinh ❖ Mr Trung ❖ Ms. Hue 			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Combine All Functions	In this last week of the project, we had planned to combine all functions from each phase so that we will produce a final version of the product. Since Mr. Hieu and Mr. Vinh are the two most familiar with back-end coding. Our group decided to let them combine all functions together to build the final version of the project.		
Testing Plan for The Whole System	Testing Plan for each function this week was given to Mr. Trung and Mr. Thong, with the additional support of Mr. Vinh when we are building the testing plan in document and maintenance schedule for the project. Each function will need to perform normally when the group do the final testing on the whole system which was approved by the whole group.		
Website Host Configuration & Upload Source Code	Finally, the last step is to configure website hosting and upload main source code that Mr. Phong and Ms. Hue are responsible for. They will need to ensure that the website's server settings is suitable to process information according to the internet traffic when operating the website. Then, they will have to upload the main source code for final revision on GitHub so that the group can review it.		
Group-Evaluation & Self-Evaluation Reports	Each member will have to submit their own self-evaluation reports when closing the project to determine their contributions, reviewing their workload and members evaluation. Additionally, we also worked on the group-evaluation to generate a general view on our project functionalities and technical perspectives.		

