



International School

CAPSTONE PROJECT 1

CMU-SE-450

TEAM MEETING DOCUMENT

Green Big5 Information System

Submitted by

Thai Huu Chinh
Hoang bao Chung
Nguyen Tien Loc
Bui Phuc Hau

Approved by

Capstone Project 1 - Mentor:

Name

Signature

Date

Binh, Thanh Nguyen _____

A handwritten signature in blue ink, appearing to be 'Nguyen Binh', written over a horizontal line.

_____ 31 - Nov- 2021

PROJECT INFORMATION			
Project Acronym	GB5		
Project Title	Green Big 5 information system		
Start Date	12 - Aug - 2021		
End Date:	15 - Dec - 2021		
Lead Institution	International School, Duy Tan University		
Project Mentor	PhD Binh, Nguyen Thanh		
Scrum Master	Chinh, Thai Huu	huuchinhdev@gmail.com	0935.193.182
Team Members	Chung, Bao Hoang	baochunga1@gmail.com	0889192932
	Hau, Phuc Bui	bphau121020@gmail.com	0775522365
	Loc, Tien Nguyen	nguyentienloc18122000@gmail.com	0932478789

DOCUMENT INFORMATION			
Document Title	Team meeting Project Proposal		
Author(s)	Team C1SE.02		
Role	[GB5] Team meeting v.1.2		
Date	16 - Nov - 2021	File name	[GB5] Team_ meeting _v1.0
Access	Project and CMU Program		

12 - Aug - 2021

GREEN BIG5 INFORMATION SYSTEM

TEAM MEETING

Meeting Date: 12 - Aug - 2021

Meeting Location: Online meeting

Approval: 12 - Aug - 2021

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Chinh, Thai Huu	Leader	THC	Yes
Loc, Nguyen Tien	Member	TL	Yes
Hau, Bui Phuc	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online meeting: Google meet

3. MEETING START

- Meeting Schedule start: 15:00
- Meeting Actual start: 15:30
- Meeting note taker: Chung

4. AGENDA

- Discuss about proposal format.
- Discuss which technologies will be used.

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Require proposal	All member	16 - Aug -2021
Require technology stack	All member	16 - Aug - 2021

6. MEETING END

- Meeting Schedule end: 17:00
- Meeting Actual end: 17:00

Secretary

Chung

Chung, Hoang Bao

19 - Aug - 2021

GREEN BIG5 INFORMATION SYSTEM

TEAM MEETING

Meeting Date: 19 - Aug - 2021

Meeting Location: Online meeting

Approval: 19 - Aug - 2021

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Chinh, Thai Huu	Leader	THC	Yes
Loc, Nguyen Tien	Member	TL	Yes
Hau, Bui Phuc	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online meeting: Google meet

3. MEETING START

- Meeting Schedule start: 20:00
- Meeting Actual start: 20:15
- Meeting note taker: Chung

4. AGENDA

- Work assignment
- Discuss about functional
- Application UI frame design

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Work assignment	All member	27 - Aug - 2021
Discuss about functional	All member	27 - Aug - 2021
Application UI frame design	Chinh,Hau	27 - Aug - 2021

6. MEETING END

- Meeting Schedule end: 22:00
- Meeting Actual end: 22:10

Secretary

Chung

Chung, Hoang Bao

31 - Aug - 2021

GREEN BIG5 INFORMATION SYSTEM

TEAM MEETING

Meeting Date: 31 - Aug - 2021

Meeting Location: Online meeting.

Approval: 31 - Aug - 2021

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Chinh, Thai Huu	Leader	THC	Yes
Loc, Nguyen Tien	Member	TL	Yes
Hau, Bui Phuc	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online meeting : Google meet

3. MEETING START

- Meeting Schedule start: 19:00
- Meeting Actual start: 19:00
- Meeting note taker: Chung

4. AGENDA

- Testing document and UI Mobile application
- Update project plan
- Update product backlog

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Require proposal	All member	15 - Aug -2021
Interface Design document	Loc,Chung	7 - Nov - 2021
Technologies Stack document	Chinh,Hau	7 - Nov -2021

6. MEETING END

- Meeting Schedule end: 21:00
- Meeting Actual end: 21:00

Secretary

Chung

Chung, Hoang Bao

08 - Nov - 2021

GREEN BIG5 INFORMATION SYSTEM

TEAM MEETING

Meeting Date: 08- Nov - 2021

Meeting Location: Google meet

Approval: 08 - Nov - 2021

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Chinh, Thai Huu	Leader	THC	Yes
Loc, Nguyen Tien	Member	TL	Yes
Hau, Bui Phuc	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online Meeting: Google Meet

3. MEETING START

- Meeting Schedule start: 16:00
- Meeting Actual start: 16:00
- Meeting note taker: Chung

4. AGENDA

- Update WBS
- Update Sprint Backlog document
- Update Architecture document

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
WBS sprint 4	All member	12 - Nov - 2021
Draw allocation view diagram	Chung	12 - Nov - 2021
Update Sprint backlog	Chinh	12 - Nov - 2021

6. MEETING END

- Meeting Schedule end: 18:30
- Meeting Actual end: 18:30

Secretary

Chung

Chung, Hoang Bao

12 - Nov - 2021

GREEN BIG5 INFORMATION SYSTEM

TEAM MEETING

Meeting Date: 12- Nov - 2021

Online Meeting

Approval: 12 - Nov - 2021

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Chinh, Thai Huu	Leader	THC	Yes
Loc, Nguyen Tien	Member	TL	Yes
Hau, Bui Phuc	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online meeting: google meet

3. MEETING START

- Meeting Schedule start: 21:00
- Meeting Actual start: 21:00
- Meeting note taker: Chung

4. AGENDA

- Update architecture document
- Create Test Plan document
- Create Test Case document
- Create Acceptance Criteria document

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Draw diagram architecture	Chung	15 - Nov - 2021
Write Test Plan Databases	Loc	15 - Nov - 2021
Write Test Case UI	Chinh	15 - Nov - 2021
Write Test Case RDF DW	Hau	15 - Nov - 2021
Write Test Case Databases	Chung	15 - Nov - 2021
Update Acceptance Criteria doc	Chinh	15 - Nov - 2021

6. MEETING END

- Meeting Schedule end: 22:00
- Meeting Actual end: 22:00

Secretary

Chung

Chung, Hoang Bao

20 - Nov - 2021

GREEN BIG5 INFORMATION SYSTEM

TEAM MEETING

Meeting Date: 20- Nov - 2021

Online Meeting

Approval: 20 - Nov - 2021

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Chinh, Thai Huu	Leader	THC	Yes
Loc, Nguyen Tien	Member	TL	Yes
Hau, Bui Phuc	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online meeting: google meet

3. MEETING START

- Meeting Schedule start: 21:00
- Meeting Actual start: 21:00
- Meeting note taker: Chung

4. AGENDA

- Update Project Plan
- Update Product Backlog
- Update Architecture document
- Create Database Design
- Update Test Plan

- Update Test Case
- Update Sprint Backlog
- Update Technologies Stack document
- Update document for midterm evaluation

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Update Database Design	Chung	25 - Nov - 2021
Update Test Case sprint 4	Chinh, Loc	25 - Nov - 2021
Update Presentation	Hau	25 - Nov - 2021
Update Interface Design sprint 4	Loc	25 - Nov - 2021

6. MEETING END

- Meeting Schedule end: 22:30
- Meeting Actual end: 22:30

Secretary

Chung

Chung, Hoang bao