



CAPSTONE PROJECT 2

CMU-SE-451

MENTOR MEETING DOCUMENT

Green Big5 information System

Submitted by

Loc, Nguyen Tien
Chung, Hoang Bao
Vinh, Do Quang
Kha, Ngo Van

Approved by

Capstone Project 2 - Mentor:

Name

Signature

Date

Nguyen Thanh Binh

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

15.05.2022

PROJECT INFORMATION			
Project Acronym	GB5		
Project Title	Green Big 5 information system		
Start Date	01- March - 2022		
End Date:	15 - May - 2022		
Lead Institution	International School, Duy Tan University		
Project Mentor	Binh, Nguyen Thanh		
Scrum Master	Loc, Nguyen Tien	nguyentienloc18122000@gmail.com	0932478789
Team Members	Chung, Bao Hoang	baochunga1@gmail.com	0975059021
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DOCUMENT INFORMATION			
Document Title	Mentor Meeting Document		
Author(s)	Team C2SE.32		
Role	Mentor Meeting Document		
Date	01 – March - 2022	File name	Mentor Meeting Document
Access	Project and CMU Program		

11 – March - 2022

GREEN BIG5 INFORMATION SYSTEM

MENTOR MEETING

Meeting Date: 11 – March - 2022

Approval: 11 – March - 2022

Meeting Location: Online meeting

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Loc, Nguyen Tien	Leader	THC	Yes
Vinh, Do Quang	Member	TL	Yes
Kha, Ngo Van	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online meeting: Skype
- Meeting with mentor: Binh, Nguyen Thanh

3. MEETING START

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

4. AGENDA

- Requirement discussion
- Technology discussion
- Role discussion
- Big5 discussion

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Requirement analyze	All member	

6. MEETING END

- Meeting Schedule end: 16:30
- Meeting Actual end: 16:45

Secretary

Chung

Chung, Hoang Bao

20 – March - 2022

GREEN BIG5 INFORMATION SYSTEM

MENTOR MEETING

Meeting Date: 20 – March - 2022

Approval:20 – March - 2022

Meeting Location: Online meeting

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Loc, Nguyen Tien	Leader	THC	Yes
Vinh, Do Quang	Member	TL	Yes
Kha, Ngo Van	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online meeting: Skype
- Meeting with mentor: Binh, Nguyen Thanh

3. MEETING START

- Meeting Schedule start: 16:30
- Meeting Actual start: 16:30
- Meeting note taker: Chung

4. AGENDA

- Discuss about Big5 env Indicator
- Discuss about content

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Discuss about Big5 env indicator	All members	
Discuss about content	All members	

6. MEETING END

- Meeting Schedule end: 17:30
- Meeting Actual end: 17:30

Secretary

Chung

Chung, Hoang Bao

24 – April - 2022

GREEN BIG5 INFORMATION SYSTEM

MENTOR MEETING

Meeting Date: 24 - April - 2022

Approval: 24 - April - 2022

Meeting Location: Online meeting

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Loc, Nguyen Tien	Leader	THC	Yes
Vinh, Do Quang	Member	TL	Yes
Kha, Ngo Van	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online meeting: Skype
- Meeting with mentor: Binh, Nguyen Thanh

3. MEETING START

- Meeting Schedule start: 16:30
- Meeting Actual start: 16:30
- Meeting note taker: Chung

4. AGENDA

- Demo GB5 Application
- Demo model AI

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Fix GB5 Application	Kha, Loc	24 – April - 2022
Fix model AI	Chung	1 – May - 2022

6. MEETING END

- Meeting Schedule end: 17:30
- Meeting Actual end: 17:30

Secretary

Chung

Chung, Hoang Bao

8 - May - 2022

GREEN BIG5 INFORMATION SYSTEM

MENTOR MEETING

Meeting Date: 8 - May - 2022

Approval: 8 - May - 2022

Meeting Location: Online meeting

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Loc, Nguyen Tien	Leader	THC	Yes
Vinh, Do Quang	Member	TL	Yes
Kha, Ngo Van	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online meeting: Google Meet
- Meeting with mentor: Binh, Nguyen Thanh

3. MEETING START

- Meeting Schedule start: 17:00
- Meeting Actual start: 17:40
- Meeting note taker: Chung

4. AGENDA

- Dashboard demo
- Product demo

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Fix dashboard	Vinh	15-May-2022
Product demo	All Member	

6. MEETING END

- Meeting Schedule end: 19:00
- Meeting Actual end: 19:00

Secretary

Chung

Chung, Hoang Bao

15- May - 2022

GREEN BIG5 INFORMATION SYSTEM

MENTOR MEETING

Meeting Date: 15 - May - 2022

Approval: 15- May - 2022

Meeting Location: Online meeting

Recorded By: Chung

1. ATTENDANCE

Name	Title	Acronym	Present
Loc, Nguyen Tien	Leader	THC	Yes
Vinh, Do Quang	Member	TL	Yes
Kha, Ngo Van	Member	PH	Yes
Chung, Hoang Bao	Secretary	BC	Yes

2. MEETING LOCATION

- Online meeting: Skype
- Meeting with mentor: Binh, Nguyen Thanh

3. MEETING START

- Meeting Schedule start: 22:00
- Meeting Actual start: 23:10
- Meeting note taker: Chung

4. AGENDA

- Review Again Product

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Review Again Product	All members	

6. MEETING END

- Meeting Schedule end: 00:00
- Meeting Actual end: 23:30

Secretary

Chung

Chung, Hoang Bao