



**International School**

# **CAPSTONE PROJECT 2**

**CMU-SE-451**

## **TEAM 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'.

15.05.2022

PROJECT INFORMATION			
<b>Project Acronym</b>	GB5		
<b>Project Title</b>	Green Big 5 information system		
<b>Start Date</b>	01- March - 2022		
<b>End Date:</b>	15 - May - 2022		
<b>Lead Institution</b>	International School, Duy Tan University		
<b>Project Mentor</b>	Binh, Nguyen Thanh		
<b>Scrum Master</b>	Loc, Nguyen Tien	nguyentienloc18122000@gmail.com	0932478789
<b>Team Members</b>	Chung, Bao Hoang	baochunga1@gmail.com	0975059021
	Vinh, Do Quang	doquangvinh0708co@gmail.com	02363519169
	Kha, Ngo Van	ngokha437@gmail.com	0935950384

DOCUMENT INFORMATION			
<b>Document Title</b>	Team meeting Project Proposal		
<b>Author(s)</b>	Team C2SE.32		
<b>Role</b>	[GB5] Team meeting v.2.0		
<b>Date</b>	1 – March - 2022	<b>File name</b>	[GB5] Team_ meeting _v2.0
<b>Access</b>	Project and CMU Program		

15 – March - 2022

## GREEN BIG5 INFORMATION SYSTEM TEAM MEETING

Meeting Date: 15-March-2022

Approval: 15-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: 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.

### 5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Require proposal	All member	18 - February -2022

### 6. MEETING END

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

Secretary

*Chung*

Chung, Hoang Bao

02 – March - 2022

## GREEN BIG5 INFORMATION SYSTEM

### TEAM MEETING

Meeting Date: 02 – March - 2022

Approval: 02 – 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: 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
- Discuss which technologies will be used.

#### 5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Talk about work assignment	All member	11 – March - 2022
Talk about technologies will be uses	All member	11 – March - 2022

#### 6. MEETING END

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

**Secretary**

*Chung*

Chung, Hoang Bao

14 – March - 2022

## Green Big5 Information System

### TEAM MEETING

Meeting Date: 14 – March - 2022

Approval: 14 – 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: Google Meet

#### 3. MEETING START

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

#### 4. AGENDA

- Alert research situation

#### 5. MEETING END

- Meeting Schedule end: 20:00
- Meeting Actual end: 20:30

Secretary

*Chung*

Chung, Hoang Bao

21 – March - 2022

## GREEN BIG5 INFORMATION SYSTEM

### TEAM MEETING

Meeting Date:21 – March - 2022

Approval: 21 – 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: Google meet

#### 3. MEETING START

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

#### 4. AGENDA

- Alert research document

#### 5. MEETING END

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

Secretary

*Chung*

Chung, Hoang Bao

24 - April - 2022

## GREEN BIG5 INFORMATION SYSTEM

### TEAM 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: Google meet

#### 3. MEETING START

- Meeting Schedule start: 21:00
- Meeting Actual start: 21:15
- Meeting note taker: Chung

#### 4. AGENDA

- Demo Mobile Application

#### 5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Fix Mobile Application	Kha	26-April-2022

#### 6. MEETING END

- Meeting Schedule end: 22:30
- Meeting Actual end: 22:47

Secretary

*Chung*

Chung, Hoang bao

02- May - 2022

## GREEN BIG5 INFORMATION SYSTEM

### TEAM 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: Google meet

#### 3.MEETING START

- Meeting Schedule start: 21:00
- Meeting Actual start: 21:15
- Meeting note taker: Chung

#### 4.AGENDA

- Classify some requirements in dashboard GB5

#### 5.POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Code dashboard GB5	Vinh	

#### 6.MEETING END

- Meeting Schedule end: 22:30
- Meeting Actual end: 22:47

Secretary

*Chung*

Chung, Hoang bao



12 - May - 2022

## GREEN BIG5 INFORMATION SYSTEM

### TEAM MEETING

Meeting Date: 12- May - 2022

Approval: 12- 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

#### 3.MEETING START

- Meeting Schedule start: 21:00
- Meeting Actual start: 21:15
- Meeting note taker: Chung

#### 4.AGENDA

- Demo GB5 Dashboard

#### 5.POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Demo GB5 Dashboard	All member	

#### 6.MEETING END

- Meeting Schedule end: 22:30
- Meeting Actual end: 22:47

Secretary

*Chung*

Chung, Hoang bao