



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

| DOCUMENT INFORMATION  |                               |                  |                           |
|-----------------------|-------------------------------|------------------|---------------------------|
| <b>Document Title</b> | Team meeting Project Proposal |                  |                           |
| <b>Author(s)</b>      | Team C1SE.02                  |                  |                           |
| <b>Role</b>           | [GB5] Team meeting v.1.2      |                  |                           |
| <b>Date</b>           | 16 - Nov - 2021               | <b>File name</b> | [GB5] Team_ meeting _v1.0 |
| <b>Access</b>         | 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**

| <b>Name</b>      | <b>Title</b> | <b>Acronym</b> | <b>Present</b> |
|------------------|--------------|----------------|----------------|
| 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<br>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**

| <b>Name</b>      | <b>Title</b> | <b>Acronym</b> | <b>Present</b> |
|------------------|--------------|----------------|----------------|
| 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

#### 7. 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     |

#### 1. MEETING LOCATION

- Online meeting: google meet

#### 2. MEETING START

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

#### 3. 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

#### 4. 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 |

#### 5. MEETING END

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

Secretary

*Chung*

Chung, Hoang bao