



**International School**

# **CAPSTONE PROJECT 1**

**CMU-SE-450**

## **MENTOR MEETING DOCUMENT**

### **Green Big5 information System**

#### **Submitted by**

Chinh, Thai Huu  
Chung, Hoang Bao  
Hau, Phuc Bui  
Loc, Nguyen Tien

#### **Approved by**

**Capstone Project 1 - Mentor:**

Name

Signature

Date

Binh, Thanh Nguyen \_\_\_\_\_

A handwritten signature in blue ink, appearing to be 'Ng/Bui', with a long horizontal line extending to the right.

\_\_\_\_\_ 31 - Nov- 2021

**PROJECT INFORMATION**

Project acronym	GB5		
Project Title	GreenBig5		
Start Date	19 Aug 2021	End Date	
Lead Institution	International School, Duy Tan University		
Project Mentor	Doctor. Habil. Binh, Thanh Nguyen		
Scrum master / Project Leader & contact details	Chinh, Huu Thai Email: huuchinhdev@gmail.com Tel: 0962545506 Student ID: 24211207534		
Partner Organization			
Project Web URL	http://greenbig5.herokuapp.com/		
Team members	Student ID	Name	Email
1	24211207051	Chung, Bao Hoang	baochungal@gmail.com
2	24211206857	Hau, Phuc Bui	bphau121020@gmail.com
3	24211202217	Loc, Tien Nguyen	nguyentienloc18122000@gmail.com

<b>DOCUMENT INFORMATION</b>			
<b>Document Title</b>	Mentor Meeting Document		
<b>Author(s)</b>	Team C1SE.02		
<b>Role</b>	Mentor Meeting Document		
<b>Date</b>	14 - Dec - 2021	<b>File name</b>	Mentor Meeting Document
<b>URL</b>	greenbig5.herokuapp.com		
<b>Access</b>	Project and CMU Program		

19 - Aug - 2021

# GREEN BIG5 INFORMATION SYSTEM

## MENTOR 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: 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	22-Aug-2021
Big5 theory analyze	Chinh	30-Aug-2021

## 6. MEETING END

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

**Secretary**

*Chung*

Chung, Hoang Bao

18 - Aug - 2021

## GREEN BIG5 INFORMATION SYSTEM

### MENTOR MEETING

Meeting Date: 18 - Aug - 2021

Meeting Location: Online meeting

Approval: 18 - Aug - 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

#### 8. MEETING LOCATION

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

#### 9. MEETING START

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

#### 10. AGENDA

- Topic discussion
- Proposal discussion
- Research benefits discussion
- Document requirements
- Discuss about GB5 Database
- Discuss about Big5 Indicator

## 11. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Requirement analyze	All member	04-Sep-2021
Highlight province with high chart & draw diagrams	Chinh	11 - Sep - 2021
Update project plan, product backlog	Chung	11 - Sep - 2021
Documentation about GB5 database.	Chung	17 - Sep - 2021

## 12. MEETING END

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

**Secretary**

*Chung*

Chung, Hoang Bao

18 - Sep - 2021

## GREEN BIG5 INFORMATION SYSTEM

### MENTOR MEETING

Meeting Date: 18 - Sep - 2021

Meeting Location: Online meeting

Approval: 18 - Sep - 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: 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 GB5 Application UI
- Discuss about Big5 Indicator

#### 5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Build GB5 Application Ui	Hau	24 - Sep -2021
Create interface design	Chinh	20 - Sep -2021



## 6. MEETING END

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

**Secretary**

*Chung*

Chung, Hoang Bao

05 - Oct - 2021

## **GREEN BIG5 INFORMATION SYSTEM**

### **MENTOR MEETING**

Meeting Date: 05 - Oct - 2021

Meeting Location: Online meeting

Approval: 05 - Oct - 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: Skype
- Meeting with mentor: Binh, Nguyen Thanh

#### **3. MEETING START**

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

#### **4. AGENDA**

- Report the collect Big-five indicator status
- GB5 Application Development Kick-off

#### **5. POST MEETING ACTION ITEMS**

<b>Action</b>	<b>Assigned To</b>	<b>Deadline</b>
Update database document	Chinh	7 - Oct -2021

## 6. MEETING END

- Meeting Schedule end: 15:00
- Meeting Actual end: 15:30

**Secretary**

*Chung*

Chung, Hoang Bao

21 - Oct - 2021

## **GREEN BIG5 INFORMATION SYSTEM**

### **MENTOR MEETING**

Meeting Date: 21 - Oct - 2021

Meeting Location: Online meeting

Approval: 21 - Oct - 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: Skype
- Meeting with mentor : Binh, Nguyen Thanh

#### **3. MEETING START**

- Meeting Schedule start: 21:30
- Meeting Actual start: 21:30
- Meeting note taker: Chung

#### **4. AGENDA**

- Application development status
- Discuss about GB5 Dashboard
- Develop GB5 Dashboard kick off
- Prepare document

## 5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
GB5 Application demo	Hau	none
Develop GB5 Dashboard	All Member	10 - Nov - 2021
Update proposal	Chinh	10-Oct-2021
Demo Dashboard	All Member	13 - Nov -2021

## 6. MEETING END

- Meeting Schedule end: 22:30
- Meeting Actual end: 22:45

**Secretary**

*Chung*

Chung, Hoang Bao

20 - Nov - 2021

## GREEN BIG5 INFORMATION SYSTEM

### MENTOR MEETING

Meeting Date: 30 - Nov - 2021

Meeting Location: Online meeting

Approval: 30 - 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
- 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

- Document update
- Prepare Dashboard demo

#### 5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Dashboard demo	All member	5-Dec - 2021
Product demo	All Member	10 -Dec- 2021

## 6. MEETING END

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

**Secretary**

*Chung*

Chung, Hoang Bao

08 - Dec - 2021

## GREEN BIG5 INFORMATION SYSTEM

### MENTOR MEETING

Meeting Date: 08 - Dec - 2021

Meeting Location: Online meeting

Approval: 08 - Dec - 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: Skype
- Meeting with mentor: Binh, Nguyen Thanh

#### 3. MEETING START

- Meeting Schedule start: 17:00
- Meeting Actual start: 17:30
- Meeting note taker: Chung

#### 4. AGENDA

- Demo UI
- Discuss about presentation
- Discuss about architecture documents
- Demo UI
- Discuss about presentation
- Discuss about scope and database design
- Discuss about link 2 dimension of DataCube



## 5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Framework, technology	Loc	14 - Nov - 2021
Update Scope & Database design	Loc, Chung	14 - Nov - 2021
Update UI	Hau	14 - Nov - 2021
Update Presentation	All members	14 - Nov - 2021
Update Test case document	All members	14 - Nov - 2021
Update last version of all documents	All members	14 - Nov - 2021

## 6. MEETING END

- Meeting Schedule end: 18:00
- Meeting Actual end: 19:00

**Secretary**

*Chung*

Chung, Hoang Bao

14 - Dec - 2021

## GREEN BIG5 INFORMATION SYSTEM

### MENTOR MEETING

Meeting Date: 14 - Dec - 2021

Meeting Location: Online meeting

Approval: 14 - Dec - 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

#### 8. MEETING LOCATION

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

#### 9. MEETING START

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

#### 10. AGENDA

- Review Documents

#### 11. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Prepare Presentation in English	All members	20 - Dec - 2021

## 12. MEETING END

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

**Secretary**

*Chung*

Chung, Hoang Bao