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| **International School**  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  15.05.2022 |

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| **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 |
| Vinh, Do Quang | doquangvinh0708co@gmail.com | 02363519169 |
| Kha, Ngo Van | ngokha437@gmail.com | 0935950384 |

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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

Meeting Location: Online meeting

Approval: 11 – March - 2022

Recorded By: Chung

## 

## 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 |

## MEETING LOCATION

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

## 

## MEETING START

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

## 

## AGENDA

* Requirement discussion
* Technology discussion
* Role discussion
* Big5 discussion

## POST MEETING ACTION ITEMS

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Requirement analize | All member |  |

## MEETING END

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

**Secretary**



Chung, Hoang Bao

#### 20 – March - 2022

# GREEN BIG5 INFORMATION SYSTEM

## MENTOR MEETING

Meeting Date: 20 – March - 2022

Meeting Location: Online meeting

Approval:20 – March - 2022

Recorded By: Chung

## 

## 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 |

## MEETING LOCATION

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

## 

## MEETING START

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

## 

## AGENDA

* Discuss about Big5 env Indicator
* Discuss about content

## 

## POST MEETING ACTION ITEMS

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

## MEETING END

* Meeting Schedule end: 17:30
* Meeting Actual end: 17:30

**Secretary**



Chung, Hoang Bao

#### 24 – April - 2022

# GREEN BIG5 INFORMATION SYSTEM

## MENTOR MEETING

Meeting Date: 24 - April - 2022

Meeting Location: Online meeting

Approval: 24 - April - 2022

Recorded By: Chung

## 

## 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 |

## MEETING LOCATION

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

## 

## MEETING START

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

## 

## AGENDA

* Demo GB5 Application
* Demo model AI

## 

## POST MEETING ACTION ITEMS

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

## MEETING END

* Meeting Schedule end: 17:30
* Meeting Actual end: 17:30

**Secretary**



Chung, Hoang Bao

#### 8 - May - 2022

# GREEN BIG5 INFORMATION SYSTEM

## MENTOR MEETING

Meeting Date: 8 - May - 2022

Meeting Location: Online meeting

Approval: 8 - May - 2022

Recorded By: Chung

## 

## 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 |

## MEETING LOCATION

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

## 

## MEETING START

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

## 

## AGENDA

* Dashboard demo
* Product demo

## 

## POST MEETING ACTION ITEMS

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

## MEETING END

* Meeting Schedule end: 19:00
* Meeting Actual end: 19:00

**Secretary**



Chung, Hoang Bao

#### 15- May - 2022

# GREEN BIG5 INFORMATION SYSTEM

## MENTOR MEETING

Meeting Date: 15 - May - 2022

Meeting Location: Online meeting

Approval: 15- May - 2022

Recorded By: Chung

## 

## 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 |

## MEETING LOCATION

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

## 

## MEETING START

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

## 

## AGENDA

* Review Again Product

## POST MEETING ACTION ITEMS

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Review Again Product | All members |  |

## MEETING END

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

**Secretary**



Chung, Hoang Bao