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| **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  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** | Team meeting Project Proposal | | |
| **Author(s)** | Team C2SE.32 | | |
| **Role** | [GB5] Team meeting v.2.0 | | |
| **Date** | 1 – March - 2022 | File name | [GB5] Team\_ meeting \_v2.0 |
| **Access** | Project and CMU Program | | |

15 – March - 2022

# GREEN BIG5 INFORMATION SYSTEM

## TEAM MEETING

Meeting Date: 15-March-2022

Meeting Location: Online meeting

Approval: 15-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: Google meet

## MEETING START

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

## 

## AGENDA

* Discuss about proposal format.

## POST MEETING ACTION ITEMS

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

## MEETING END

* Meeting Schedule end: 17:00
* Meeting Actual end: 17:00

**Secretary**



Chung, Hoang Bao

**02 – March - 2022**

# GREEN BIG5 INFORMATION SYSTEM

## TEAM MEETING

Meeting Date: 02 – March - 2022

Meeting Location: Online meeting

Approval: 02 – 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: Google meet

## MEETING START

* Meeting Schedule start: 20:00
* Meeting Actual start: 20:15
* Meeting note taker: Chung

## 

## AGENDA

* Work assignment
* Discuss about functional
* Discuss which technologies will be used.

## 

## 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 |

## MEETING END

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

**Secretary**



Chung, Hoang Bao

14 – March - 2022

# Green Big5 Information System

## TEAM MEETING

Meeting Date: 14 – March - 2022

Meeting Location: Online meeting

Approval: 14 – 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: Google Meet

## MEETING START

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

## 

## AGENDA

* Alert research situation

## MEETING END

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

**Secretary**



Chung, Hoang Bao

21 – March - 2022

# GREEN BIG5 INFORMATION SYSTEM

## TEAM MEETING

Meeting Date:21 – March - 2022

Meeting Location: Online meeting.

Approval: 21 – 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: Google meet

## MEETING START

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

## 

## AGENDA

* Alert research document

## MEETING END

* Meeting Schedule end: 21:00
* Meeting Actual end: 21:00

**Secretary**



Chung, Hoang Bao

24 - April - 2022

# GREEN BIG5 INFORMATION SYSTEM

## TEAM 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: Google meet

## MEETING START

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

## AGENDA

* Demo Mobile Application

## POST MEETING ACTION ITEMS

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

## MEETING END

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

**Secretary**



Chung, Hoang bao

02- May - 2022

# GREEN BIG5 INFORMATION SYSTEM

## TEAM MEETING

Meeting Date: 24- April - 2022

Meeting Location: Online Meeting.

Approval: 24- April - 2022

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, Hoang bao

12 - May - 2022

# GREEN BIG5 INFORMATION SYSTEM

## TEAM MEETING

Meeting Date: 12- May - 2022

Meeting Location: Online Meeting.

Approval: 12- May - 2022

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, Hoang bao