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| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_31 - Nov- 2021 |

**PROJECT INFORMATION**

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| --- | --- | --- | --- |
| **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 | baochunga1@gmail.com |
| 2 | 24211206857 | Hau, Phuc Bui | bphau121020@gmail.com |
| 3 | 24211202217 | Loc, Tien Nguyen | nguyentienloc18122000@gmail.com |

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| **DOCUMENT INFORMATION** | | | |
| **Document Title** | Mentor Meeting Document | | |
| **Author(s)** | Team C1SE.02 | | |
| **Role** | Mentor Meeting Document | | |
| **Date** | 14 - Dec - 2021 | File name | Mentor Meeting Document |
| **URL** | greenbig5.herokuapp.com | | |
| **Access** | 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

## 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 |

## 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 analyze | All member | 22-Aug-2021 |
| Big5 theory analyze | Chinh | 30-Aug-2021 |

## MEETING END

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

**Secretary**



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

## 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 |

## MEETING LOCATION

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

## MEETING START

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

## AGENDA

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

## 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 |

## MEETING END

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

**Secretary**



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

## 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 |

## 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 GB5 Application UI
* Discuss about Big5 Indicator

## POST MEETING ACTION ITEMS

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

## MEETING END

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

**Secretary**



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

## 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 |

## MEETING LOCATION

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

## MEETING START

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

## AGENDA

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

## POST MEETING ACTION ITEMS

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Update database document | Chinh | 7 - Oct -2021 |

## MEETING END

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

**Secretary**



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

## 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 |

## MEETING LOCATION

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

## MEETING START

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

## AGENDA

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

## 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 - Noc -2021 |

## MEETING END

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

**Secretary**



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

## 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 |

## 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

* Document update
* Prepare Dashboard demo

## POST MEETING ACTION ITEMS

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

## MEETING END

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

**Secretary**



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

## 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 |

## MEETING LOCATION

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

## MEETING START

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

## 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

## 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 |

## MEETING END

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

**Secretary**



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

## 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 |

## 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 Documents

## POST MEETING ACTION ITEMS

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

## MEETING END

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

**Secretary**



Chung,Hoang Bao