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

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

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

## 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 START

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

## AGENDA

* Discuss about proposal format.
* Discuss which technologies will be used.

## POST MEETING ACTION ITEMS

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Require proposal | All member | 16 - Aug -2021 |
| Require technology stack | All member | 16 - Aug - 2021 |

## MEETING END

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

**Secretary**



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

## 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 START

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

## AGENDA

* Work assignment
* Discuss about functional
* Application UI frame design

## 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 |

## MEETING END

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

**Secretary**



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

## 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 START

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

## AGENDA

* Testing document and UI Mobile application
* Update project plan
* Update product backlog

## 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 document | Chinh,Hau | 7 - Nov -2021 |

## MEETING END

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

**Secretary**



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

## 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 START

* Meeting Schedule start: 16:00
* Meeting Actual start: 16:00
* Meeting note taker: Chung

## AGENDA

* Update WBS
* Update Sprint Backlog document
* Update Architecture document

## 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 |

## MEETING END

* Meeting Schedule end: 18:30
* Meeting Actual end: 18:30

**Secretary**



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

## 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 START

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

## AGENDA

* Update architecture document
* Create Test Plan document
* Create Test Case document
* Create Acceptance Criteria document

## 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 |

## MEETING END

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

**Secretary**



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

## 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 START

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

## 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

## 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 |

## MEETING END

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

**Secretary**



Chung, Hoang bao