PHASE 1:

08/09/2025 - 05/10/2025

Objective: Define project scope, stakeholders, and functional requirements (Submission #1).

Meeting: Project Kick-off & Stakeholder Analysis

1. Date: September 08, 2025
2. Attendees: Full Group (7 members)
3. Agenda:
    a. Analyze the project description for the Tutor Support System at HCMUT.
    b. Identify key stakeholders and external integrations.
4. Key Decisions:
    a. Stakeholders Identified: Students (Mentees), Tutors, Program Coordinators, Department Chairs, Office of Academic Affairs (OAA), Office of Student Affairs (OSA), and Administrators .
    b. System Integrations: The system must integrate with HCMUT_SSO (Authentication), HCMUT_DATACORE (User Data), and HCMUT_LIBRARY (Resources) .

Meeting : Use-Case Definition & Assignment

Date: September 20, 2025

Agenda: Define detailed use cases and assign owners for scenario writing.

Assignments

STAKEHOLDERS:
+ Student (Mentee) : StakeHolder: Students
+ Tutor Tutor USECASE FOR TUTOR.docx
+ Program Coordinator coordinate
+ Department chair/ Faculty
+ Office of Academic affairs
+ OSA
+ Program Administrator
Integration:
+ HCMUT_SSO
+ HCMUT_DATACORE
+ HCMUT_LIBRARY

No	Use-case	chủ sở hữu (viết scenarios)	Reviewer
	20/9		

	1 người - use case - có hình chú thích		
01	UC0: Sign in	@son.vo2353057.hcmut.edu.vn	QUÂN LÂM …
02	UC1: Register program (tutor v student)	ĐĂNG TRẦN HẢI	QUÂN LÂM …
03	UC2: Assign course (coordinator)	PHÚC NGUYỄN HỮU	QUÂN LÂM …
04	UC3: manage learning reference	@son.vo2353057.hcmut.edu.vn	QUÂN LÂM …
05	UC4: manage deadline and assignment	ĐĂNG TRẦN HẢI	QUÂN LÂM …
06	UC5: create/view/update/delete session (tutor)	PHÚC NGUYỄN HỮU	QUÂN LÂM …
07	UC6: student request handle (tutor v student)	PHÚC NGUYỄN HỮU	QUÂN LÂM …
08	UC7: record session note (tutor)	@son.vo2353057.hcmut.edu.vn	QUÂN LÂM …
09	UC8: chat (tutor v student)	QUÂN LÂM MINH TÙNG	QUÂN LÂM …
10	UC9: rating tutor (student)	ĐĂNG TRẦN HẢI	QUÂN LÂM …
11	UC10: Write course feedback (tutor)	QUÂN LÂM MINH TÙNG	QUÂN LÂM …
12	UC11: Handle feedback and reports (coordinator)	QUÂN LÂM MINH TÙNG	QUÂN LÂM …
13	UC12: search library (tutor v student)	QUÂN LÂM MINH TÙNG	QUÂN LÂM …
14	UC13: view course's info (tutor v student v coordinator)	SƠN PHAN QUỐC ĐẠI	QUÂN LÂM …
15	UC14: arregate courses (coordinator)	SƠN PHAN QUỐC ĐẠI	QUÂN LÂM …

16	UC15: analyze department (department chair)	SƠN PHAN QUỐC ĐẠI	QUÂN LÂM …
17	UC16: fetch user profile (admin)	@nam.truonggiaky@hcmut.edu.vn	QUÂN LÂM …
18	UC17: control role base (admin)	@nam.truonggiaky@hcmut.edu.vn	QUÂN LÂM …
19	UC18: send noti (admin)	@nhat.chauanh@hcmut.edu.vn	QUÂN LÂM …
20	UC19: maintain system (admin)	@nhat.chauanh@hcmut.edu.vn	QUÂN LÂM …

Meeting: Submission #1 Packaging

Date: September 27, 2025

Agenda: Finalize functional and non-functional requirements for the first submission.

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	Thành viên	Gói tài liệu	Đầu ra cụ thể	Định nghĩa xong việc
C1-Project Details	2 người Hải Đăng Hoàng Sơn	Project Details specification	PROJECT DETAILS SPECIFICATION - Online LaTeX Editor Overleaf	Đủ Context, Stakeholders (bảng vai trò/mục tiêu/metric), Objectives (SMART), Scope in/out, Assumptions/Constraints, Risks, Glossary. Thuật ngữ khớp UC.
C2-Use-Case Diagram	3 người hoặc cả nhóm Tùng Quân Đại Sơn Hữu Phúc	Use Case diagram	FUNCTIONAL REQUIREMENTS - Online LaTeX Editor Overleaf	Đủ actors/use-cases, include/extend hợp lý, mô tả ngắn cho từng UC, không lỗi ký hiệu/tên
C3 – NFR + Packaging	2 người trở lên	Non-Functional Requirements + Đóng gói & QA	Non-functional requirement - Google Tài liệu	NFR theo nhóm (Security, Reliability,

	Kỳ Nam Anh Nhật		NON-FUNCTIONAL REQUIREMENTS - Online LaTeX Editor Overleaf	Performance, Usability, Maintainability, Compliance) có tiêu chí đo được; checklist rubric pass; tất cả file xuất chuẩn .doc/.pdf

Design Strategy & Work Breakdown

Agenda: Assign modeling tasks (UI, Database, Behavior) ensuring consistency across diagrams.

FINAL:
FUNCTIONAL REQUIREMENTS (final) - Online LaTeX Editor Overleaf

PHASE 2:

06/10/2025 - 02/11/2025
SE_DiagramGuide - Google Tài liệu

TÊN BẢNG	GHI CHÚ
UML Refman 📕 uml_refman.pdf	
Activity Diagram Guide 📕 Activity Diagram.pdf	
Class diagram guide 📕 Class diagram guide.pdf	
Architectural Design Guide 📕 Architectural Design Guide.pdf	
Mock-up 📕 Mock-up.pdf	
Web Application 📕 WebApp_20200215.pdf	
Use case Diagram Guide	

📕 use_case_diagram.pptx.pdf	
How to write a good use case name W how-to-write-good-use-case-names.docx	
State Diagram Guide 📕 State Diagram Guide.pdf	
Sequence Diagram Guide 📕 Sequence Diagram Guide.pdf	

ACTIVITY	AUTHOR(s)	REQUIREMENTS	EVALUATION CRITERIA	REAL RESULT
UI (mockup + activity diagram)	Trương Gia Kỳ Nam Châu Anh Nhật Trần Hải Đăng Võ Hoàng Sơn	Define design system (colors, typography, spacing, components). Produce high-fidelity mockups for every interactive screen, including empty/error/loading states, validation, and click-through prototype. Create one Activity Diagram per member covering end-to-end user flows.	All interactive screens delivered; include empty/error/loading; 1 Activity/member; fields match ERD; flows align with Sequence/State; consistent design system; prototype click-through of main journeys; accessible basics; PDF + source + brief notes.	
ERD + CLASS CHART	Trần Hải Đăng Võ Hoàng Sơn	Elicit entities/relations; define PK/FK, constraints, enums; model n–n via junction tables; propose indexes & uniques; derive Class Diagram aligned with ERD (associations, aggregation/composition); prepare sample	Core entities/relations complete; PK/FK, n–n via junctions; enums/statuses defined; index/unique proposals; ERD to Class names/multiplicity aligned; readable diagrams; data dictionary; seeds (if	

		data (seed plan if added).	any) load cleanly; PDF + source + README	
STATE CHART + AI	Đại Sơn	Model 3–4 critical lifecycles (e.g., Session, Assignment, ReportJob, AuthSession) with events, guards, actions, and error/abort paths; ensure consistency with ERD status/enums and UI states.	more than 3 lifecycles; terminal/error states covered; states/enums match ERD; events align with Sequence; clear guards/actions; no unreachable states; traceable to UI/API; PDF + source (+ optional transition table)	
SEQUENCE DIAGRAM	Tùng Quân Hữu Phúc	Produce more 3 sequences per member (main + alt/error) for Booking/Materials/Assign/Feedback/Report; use guards, alt/opt/loop, sync/async calls, error handling. Keep lifelines consistent with Class Diagrams.	more 3 sequences/member; main + alt/error paths; lifelines consistent with Class; message/data names match domain/ERD; proper alt/opt/loop and returns; pre/postconditions noted; PDFs + sources + scenario notes.	

SIDE-QUEST

CÔNG VIỆC	PHÂN CÔNG
Frontend	Kỳ Nam, Anh Nhật, Tùng Quân

Phase 3:

03/11/2025 - 16/11/2025

Side Quest: Frontend Initialization

Team: Kỳ Nam, Anh Nhật, Tùng Quân.

Goal: Initialize the React project structure to prepare for implementation in Phase 3.

Meeting: Implementation & Architecture (3/10/2025)

Agenda: Split team into Frontend and Backend squads to finalize the code and documentation.

Task Distribution:

Job	Job done evaluations	Member
Frontend + test case	Complete the code for the pages that have been designed in Figma.	Châu Anh Nhật Phan Quốc Đại Sơn Nguyễn Hữu Phúc Lâm Minh Tùng Quân
Deployment view + Class diagram	Deployment View & Class Diagram: Include all components, clearly describe roles and relationships, use UML, and show all connections.	Trương Gia Kỳ Nam Trần Hải Đăng Võ Hoàng Sơn

Meeting: Check task   Date: November 10, 2025

1. Attendees: Full Group (7 members)
2. Title: Check task progress

Meeting: Complete project3   Date: November 16, 2025

3. Attendees: Full Group (7 members)
4. Title: Complete and checking report for each side

Phase 4:

17/11/2025 - 07/12/2025

Meeting : Final Review & Demonstration Prep

- Agenda: Final review of the report and "working demonstration" preparation.
- Checklist:
  - Verify all 15 Test Cases passed.
  - Ensure the AI Matching pipeline is documented.

- Compile the final PDF containing all previous submissions + Implementation details.
- AI Declaration: Confirm the transparent declaration of Generative AI tools used during the project .