Mentor Meeting

Version: 1.0
Date: 08/12/2021

School Connect Application

Submitted by:
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Approved by

Nguyen Minh Nhat

Mentor Meeting Panel Representative:

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| Name | Signature | Date |

Capstone Project 1- Mentor:

_____

| Name | Signature | Date |

Project Information

Project acronym	SConA		
Project Title	School Connect Application		
Start Date	22-Aug-2021	**End Date**	18-Dec-2021
Lead Institution	International School, Duy Tan University		
Project Mentor & contact details	Name: Nguyen Minh Nhat Email: nhatnm2010@gmail.com Tel: +84 905 125 143		
Scrum Master & contact details	Name: Nguyen Thanh Phu Email: thangphu104@gmai.com Tel: +84 772 492 301		
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DOCUMENT INFORMATION			
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Author(s)	Team C1SE.44		
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URL	**https://github.com/PhuNguyenThang/Capstone1**		
Access	Project and CMU Program		

DOCUMENT APPROVALS

The following signatures are required for approval of this document.

Nguyen Minh Nhat *Mentor*	Signature	Date
Nguyen Thanh Phu *Scrum Master, DevTeam*	Signature	Date
Nguyen Trung Hieu *Product owner, DevTeam*	Signature	Date
Dang Nguyen Bao Hoai *Product owner, DevTeam*	Signature	Date

REVISION HISTORY

Version	Date	Comments	Author	Approval
1.0	08/12/2021	Create Mentor Meeting	Dang Nguyen Bao Hoai	

1st meeting: 20h August 17, 2021

Location: Google Meet

Participants: All members

Meeting Content:

- Introduction team with mentor
- Select topic
- Share proposal version 1
- Popular some rule will apply in the process
- Deploy some work with member

Meeting Result:

- The whole team agrees and proposes ideas

Next scheduled meeting: August 19, 2021

2nd meeting: 20h August 19, 2021

Location: Google Meet

Participants: All members

Meeting Content:

- Create proposal
- Assignment of duties
- Discuss system functions

Meeting Result:

- The members present the functions in the system
- Each member of the team receives a mission for next week

Next scheduled meeting: September 11, 2021

3rd meeting: 20h September 11, 2021

Location: Google Meet

Participants: All members

Meeting Content:

- Review of backlog documents

- Product Review

- Discussion about the database

- Review UI/UX

- Fourth member problem

Meeting Result:

- Edit product backlog, user story.

- Rushing to study how to work with FareBase, Resful API.

- Database sprint structure 1.

- Remove member Van Thang, reason: not participating in meetings.

- Mentor approves the project plan.

Next scheduled meeting: September 25, 2021

4th meeting: 20h September 25, 2021

Location: Google Meet

Participants: All members

Meeting Content:

- Sprint 1 rush period

- Evaluation of APIs

- Review user homepage code, admin

- Check out the working group for the week

- Arrange the members' work for the next week

Meeting Result:

- Unify tasks

- Use Resfull API and JSON token

- Create post

- Create Test-documents

Next scheduled meeting: October 2, 2021

5th meeting: 20h October 2, 2021

Location: Google Meet

Participants: All members

Meeting Content:

- Review what worked and didn't work in sprint 1

- Discussion about preparing for Sprint 2

- Review lessons learned from Sprint 1

- Weekly meeting between team and mentor

- Preview with a mentor about the work progress and finalize the document.

Meeting Result:

- Document test plan preparation

- Prepare for Sprint 2

Next scheduled meeting: October 9, 2021

6th meeting: 20h October 9, 2021

Location: Google Meet

Participants: All members

Meeting Content:

- Regular meeting with mentor and team to report progress

- Overview of progress and documents

- Place the code on the web

Meeting Result:

- Edit User Stories

- Standard story point: 70 / person

- Switch to Github from Bitbucket

- Integrating API and firebase

Next scheduled meeting: October 17, 2021

7th meeting: 20h October 16, 2021

Location: Google Meet

Participants: All members

Meeting Content:

- Disseminate project progress.

- Rebuild back end.

- Design plan for some new components.

Meeting Result:

- Edited front-end design: View forum, post, comment.

- Unified learning more sprint boot to be ready to support more back-end.

- Write APIs.

- Prepare for the midterm progress preview.

Next scheduled meeting: November 18, 2021

8th meeting: 20h November 18, 2021

Location: Google Meet

Participants: All members

Meeting Content:

- Report progress to mentor

- Review of Database Design, Architecture Design, Code Standard documents

- Review test cases, UI documents

Meeting Result:

- Re-edit between Product Backlog and User Story

- Comment on UI document and test case from mentor

- Comment to edit Architecture Design

Next scheduled meeting: December 12, 2021