

International School

**Capstone Project 1**

*CMU-SE 450*

**Team Meeting**

*Version: 1.0*

*Date: 08/12/2021*

**School Connect Application**

**Submitted by:**

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**Approved by**

Nguyen Minh Nhat

**Team Meeting Panel Representative:**

Name Signature Date

**Capstone Project 1- Mentor:**

Name Signature Date

**Project Information**

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| **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 | | | |
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**DOCUMENT APPROVALS**

The following signatures are required for approval of this document.

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| --- | --- | --- |
| 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 Team Meeting | Dang Nguyen Bao Hoai |  |
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**1st meeting: 20h August 15, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Introduce information of each member of the group and get to know each other
* Pre-select the topic for the project
* Looking for ideas for topics

**Meeting Result:**

* Unify ideas, choose a theme for the product
* Agree meeting time with mentor and schedule weekly meeting

**Next scheduled meeting: August 28, 2021**

**2nd meeting: 20h August 28, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Review proposal and description of product requirements form version1.0
* Discuss about project plan and product backlog
* Assign work in Sprint 1

**Meeting Result:**

* All members take their jobs for Sprint 1

**Next scheduled meeting: September 05, 2021**

**3rd meeting: 20h September 05, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Discuss and review Project Plan
* Discuss and review Product Backlog
* Discuss and review User Story
* Ready for Sprint 1

**Meeting Result:**

* Phu implements Project plan documents
* Hieu implemented Product Backlog document
* Hoai implemented User Stories document
* Get the job ready for Sprint 1

**Next scheduled meeting: September 18, 2021**

**4th meeting: 20h September 18, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Review login user and admin page
* Review the progress of Sprint 1
* Check again database for Sprint 1
* Test restful API

**Meeting Result:**

* Preview work progress: relatively completed.
* Complete login UI design
* Complete UI design homepage
* UI login code preview
* Modal interaction applies to the back-end

**Next scheduled meeting: September 25, 2021**

**5th meeting: 20h September 25, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Sprint Phase 1.
* Survey of work progress.
* Evaluation of APIs.

**Meeting Result:**

* Unify the tasks in the Sprint
* Restful API
* Using JSON tokens
* Complete the function create post
* Review of test-documents

**Next scheduled meeting: October 24, 2021**

**6th meeting: 20h October 24, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Discussing documents for the next stage
* Prepare for Midterm review.
* Reassign some document tasks

**Meeting Result:**

* Finished creating sprint task 2 on October 26. [ Hieu ]
* Content load : load source bar [Hieu]
* Code:

1. Member moderation.
2. Post moderation
3. View member list

* Design:

1. Change user information
2. View profiles.

* Draw front end architecture
* ADMIN function: report admin - report [Hoai]
* Complete sprint task 1
* Build admin report, report number of forum, number of members
* UI document
* Vue pagination
* Complete adding/removing/editing users, forums
* Create API backend [Phu]
* Create/ modify/ delete account/ grant permission account information
* Create/ modify/ delete forum information
* Moderation of users - posts.
* Identify team members

**Next scheduled meeting: November 7, 2021**

**7th meeting: 20h November 7, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Talk about sprint 3 progress
* Progress after exam phase 1.
* The action plan of chat (socket or api).
* Finalize the document: Backlog.
* Browse front end architecture documentation.

**Meeting Result:**

* Use Socket io for chat function
* Add very-high vs very low for backlog priority
* Remove acceptance criteria

**Next scheduled meeting: November 14, 2021**

**8th meeting: 20h November 14, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Divide the work, promote to keep up the schedule
* Recalculate product backlog and user story
* Discussing API connection methods between FE and BE

**Meeting Result:**

* Pagination vue on the user management page and forum management
* Complete UI user and admin document
* Completing test case 3

**Next scheduled meeting: November 21, 2021**

**9th meeting: 20h November 21, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Fix connection error FE and BE
* Update test plan
* Update product backlog, create sprint 4

**Meeting Result:**

* Prepare for functions next week
* Edit Sprint task

**Next scheduled meeting: November 25, 2021**

**10th meeting: 20h November 25, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Edit the product backlog
* Fix API error and connect between FE and BE
* Divide the work for the members, speed up the progress of the project

**Meeting Result:**

* The whole team reviews the UI document, test plan
* Edit Sprint Mission 3
* Prepare for dashboard and posts functions next week

**Next scheduled meeting: November 28, 2021**

**11th meeting: 20h November 28, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Fix API connection from Frontend to Backend
* Distributing the work of making upcoming documents to members
* Dashboard data exchange

**Meeting Result:**

* Calculate how it works between 2 system administrators and users
* Unified to separate 2 separate systems to operate

**Next scheduled meeting: December 2, 2021**

**12th meeting: 20h December 2, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Check the members' work progress
* Implement chat function and user report functions
* Discussing the data of the chat function

**Meeting Result:**

* Complete test plan document
* Successful API connection for some user and admin functions
* Complete the function of the forum

**Next scheduled meeting: December 4, 2021**

**13th meeting: 20h December 4, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Review final architecture design, proposal, database design
* Test comment-eventready for function chat and slide

**Meeting Result:**

* Report the work progress of each member
* Review documents about to close the project

**Next scheduled meeting: December 7, 2021**

**14th meeting: 20h December 7, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Capture the work progress of the members
* Implement quick forum reporting function for censor, forum join, notification and chart on admin side
* Discuss implementation of chat function

**Meeting Result:**

* Transfer the admin chart function to Hieu
* Completing some upcoming documents

**Next scheduled meeting: December 9, 2021**

**15th meeting: 20h December 9, 2021**

**Location: Google Meet**

**Participants: All members**

**Meeting Content:**

* Implementation of Impediment, Retrospective sprint 1,2,3,4 document
* Added Import Excel function and some outstanding functions
* Complete division of leftover documents before the end of the project

**Meeting Result:**

* Hieu completed the remaining functions in the system
* Hoai completed the outstanding documents
* Phu completed the BE function and documentation before the end of the project

**Next scheduled meeting:**