



# Capstone Project 2

CMU-SE 451

## Meeting

Version 1.7

Date: 14 May 2022

### SENIOR PROJECT MANAGEMENT SYSTEM FOR INTERNATIONAL SCHOOL

#### Submitted by

Tien, Nguyen Van

Phuoc, Ha Duc

Huy, Truong Dong

Dat, Nguyen Thanh

#### Approved by

Chau, Truong Ngoc

#### Proposal Review Panel Representative:

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Name                      Signature                      Date

#### Capstone Project 2- Mentor:

\_\_\_\_\_  
Name                      Signature                      Date

## PROJECT INFORMATION

<b>Project acronym</b>	Senior Project Management System for International School		
<b>Project Title</b>	SPMS		
<b>Start Date</b>	18 Feb 2022	<b>End Date</b>	15 May 2022
<b>Lead Institution</b>	International School, Duy Tan University		
<b>Project Mentor</b>	Chau, Truong Ngoc		
<b>Scrum master / Project Leader &amp; contact details</b>	Tien, Nguyen Van Email: cnnguyenvantien@gmail.com Tel: 0704.042.832 Student ID: 24211208536		
<b>Partner Organization</b>			
<b>Project Web URL</b>			
<b>Team members</b>	<b>Name</b>	<b>Email</b>	<b>Tel</b>
24211202634	Phuoc, Ha Duc	dphuoc432000@gmail.com	0961622464
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24211206470	Dat, Nguyen Thanh	ngthanhdatt521@gmail.com	0767836541

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**REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Comments</b>	<b>Author</b>	<b>Approval</b>
v1.0	27/02/2022	Initial Release	All Members	x
v1.1	21 Feb 2022	Update mentor and team meeting	Dat	x
v1.2	17 Mar 2022	Update Sprint 1	Dat	x
v1.3	27 Mar 2022	Update Sprint 2	Dat	x
v1.4	10 Apr 2022	Update review	Dat	x
v1.5	26 Apr 2022	Update Sprint 3	Dat	x
v1.6	12 May 2022	Update Sprint 4	Dat	x
v1.7	14 May 2022	Update demo	Dat	x

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## SIGNATURE

**Document Approvals:** *The following signatures are required for approval of this document.*

Chau, Truong Ngoc <i>Mentor</i>		Date:
Tien, Nguyen Van <i>Scrum Master</i>		Date:
Phuoc, Ha Duc <i>Product Owner</i>		Date:
Huy, Truong Dong <i>Member</i>		Date:
Dat, Nguyen Thanh <i>Member</i>		Date:

## Team Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 21h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the topic for the project.
  - Solution
  - Plan for the next meeting
  - Report ideas.

### SIGNATURE

<b>SCRUM MASTER</b>	<b>Nguyen Van Tien</b>	<b>Date</b>	<b>15/02/2022</b>
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## Mentor Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 21h00
- Participants:
  - Mentor: Truong Ngoc Chau
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss with the mentor about the topic.
  - Solution
  - Choose a topic
  - Plan for the next meeting
  - Report ideas.

### SIGNATURE

<b>SCRUM MASTER</b>	<b>Nguyen Van Tien</b>	<b>Date</b>	<b>17/02/2022</b>
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## Mentor Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 21h00
- Participants:
  - Mentor: Truong Ngoc Chau
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss with the mentor about the topic.
  - Agree the topic
  - Plan for the next meeting

### SIGNATURE

<b>SCRUM MASTER</b>	<b>Nguyen Van Tien</b>	<b>Date</b>	<b>19/02/2022</b>
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## Team Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 21h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss the tasks for members..
  - Assign document for members.
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	21/02/2022
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## Sprint 1 Plan Meeting

- Place:
  - Google Meet
- Time: 20h00 – 21h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 1.
  - Check task
  - Assign task for sprint 1
  - Plan for the next meeting

### SIGNATURE

<b>SCRUM MASTER</b>	<b>Nguyen Van Tien</b>	<b>Date</b>	<b>01/03/2022</b>
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## Sprint 1 Monitoring Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 21h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 1.
  - Check the current progress
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	10/03/2022
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## End of Sprint 1 Meeting

- Place:
  - Google Meet
  - Time: 8h00 – 10h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 1.
  - Check the completed tasks at the end of sprint 1
  - Plan for the task that are behind schedule
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	17/03/2022
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## Sprint 2 Plan Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 22h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 2.
  - Assign tasks for sprint 2
  - Check tasks
  - Plan for the next meeting

### SIGNATURE

<b>SCRUM MASTER</b>	<b>Nguyen Van Tien</b>	<b>Date</b>	<b>19/03/2022</b>
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## Sprint 2 Monitoring Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 22h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 2.
  - Check the current progress
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	23/03/2022
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## End of Sprint 2 Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 22h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 2.
  - Check the completed tasks at the end of sprint 2
  - Plan for the task that are behind schedule
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	27/03/2022
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## Review Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 22h00
- Participants:
  - Mentor: Mc. Truong Ngoc Chau
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Review and demo the product.
  - Overall review of the product
  - Note things to add
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	10/04/2022
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## Sprint 3 Plan Meeting

- Place:
  - Google Meet
  - Time: 14h00 – 16h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 3.
  - Assign tasks for members
  - Check tasks
  - Plan for the next meeting

### SIGNATURE

<b>SCRUM MASTER</b>	<b>Nguyen Van Tien</b>	<b>Date</b>	<b>14/04/2022</b>
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## Sprint 3 Monitoring Meeting

- Place:
  - Google Meet
  - Time: 8h00 – 10h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 3.
  - Check the current progress
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	21/04/2022
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## End of Sprint 3 Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 22h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 3.
  - Check the completed tasks at the end of sprint 3
  - Plan for the task that are behind schedule
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	26/04/2022
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## Sprint 4 Plan Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 21h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 4.
  - Assign tasks for members
  - Check tasks
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	02/05/2022
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## Sprint 4 Monitoring Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 21h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 4.
  - Check the current progress
  - Plan for the next meeting

### SIGNATURE

<b>SCRUM MASTER</b>	<b>Nguyen Van Tien</b>	<b>Date</b>	<b>08/05/2022</b>
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## End of Sprint 4 Meeting

- Place:
  - Google Meet
  - Time: 20h00 – 22h00
- Participants:
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Discuss about the task for sprint 4.
  - Check the completed tasks at the end of sprint 4
  - Plan for the task that are behind schedule
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	12/05/2022
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## Review Meeting

- Place:
  - 123 Le Loi, Da Nang
  - Time: 8h00 – 10h00
- Participants:
  - Mentor: Mc. Truong Ngoc Chau
  - Nguyen Van Tien
  - Ha Duc Phuoc
  - Nguyen Thanh Dat
  - Truong Dong Huy
- Content:
  - Review and demo the product.
  - Check the features built
  - Note things to update
  - Plan for the next meeting

### SIGNATURE

SCRUM MASTER	Nguyen Van Tien	Date	14/05/2022
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