

International School

**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:**

Name Signature Date

**Capstone Project 2- Mentor:**

Name Signature Date

**PROJECT INFORMATION**

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| **Project acronym** | Senior Project Management System for International School | | | | |
| **Project Title** | SPMS | | | | |
| **Start Date** | 18 Feb 2022 | | **End Date** | 15 May 2022 | |
| **Lead Institution** | International School, Duy Tan University | | | | |
| **Project Mentor** | Chau, Truong Ngoc | | | | |
| **Scrum master / Project Leader & contact details** | Tien, Nguyen Van  Email: cnnguyenvantien@gmail.com  Tel: 0704.042.832  Student ID: 24211208536 | | | | |
| **Partner Organization** |  | | | | |
| **Project Web URL** |  | | | | |
| **Team members** | **Name** | **Email** | | | **Tel** |
| 24211202634 | Phuoc, Ha Duc | dphuoc432000@gmail.com | | | 0961622464 |
| 24211206538 | Huy, Truong Dong | huydongtruong@gmail.com | | | 0358040650 |
| 24211206470 | Dat, Nguyen Thanh | ngthanhdat521@gmail.com | | | 0767836541 |

**REVISION HISTORY**

| **Version** | **Date** | **Comments** | **Author** | **Approval** |
| --- | --- | --- | --- | --- |
| 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.*

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| --- | --- | --- |
| Chau, Truong Ngoc  *Mentor* |  | Date: |
| Tien, Nguyen Van  *Scrum Master* |  | Date: |
| Phuoc, Ha Duc  *Product Owner* |  | Date: |
| Huy, Truong Dong  *Member* |  | Date: |
| Dat, Nguyen Thanh  *Member* |  | 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.

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **15/02/2022** |

**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.

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **17/02/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **19/02/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **21/02/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **01/03/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **10/03/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **17/03/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **19/03/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **23/03/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **27/03/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **10/04/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **14/04/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **21/04/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **26/04/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **02/05/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **08/05/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **12/05/2022** |

**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

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| **SCRUM MASTER** | **Nguyen Van Tien** | **Date** | **14/05/2022** |