

Meeting Agenda



Platform Google Meet
Time June 15, 2021, 8:00 P.M – 9:00 P.M

Report Research Phase

(in industry, market and business)

Meeting called by Dang Loc Nguyen (Team leader)
Attendees Dang Loc, Vi Khang, Thu Trang, Phuoc Tung, Thanh Hai
Please read Teammate's research paper (attached on team google drive)

Purpose Present summary of personal research.
Discuss the problem involved in the research phase and develop new approaches.
Evaluate each member's productivity, responsibility and efficiency.
Prepare works for the next stage

Report Level of accomplishment of individual tasks.
Project status, summary activities and achievements in previous phase.

Presentation Personal research results.

Unfinished business Conduct research, discovery, collect data in field of Smart Farming industry, IoT for agriculture market and its business.
Analyst and identify the domain of target audience.
Sketch the use-case diagram, analyst the experience of the user to implement a draft wireframe, set the stage for Features Setup phase.

New business SWOT analyst, identify the core values and functions of the product.
Assess the feasibility of an IoT products, brainstorm new ideas and solutions if necessary for a better output.
Determine the main features and create wireframe.

Another chores Update and inform new task, new due dates for up-coming tasks.
Vote on the schedule for the next meeting
Ask for giving opinion, recommendations and feedbacks.

Assigning Chairperson: Dang Loc
Record the minutes: Phuoc Tung

Adjournment The meeting is scheduled to end at 9:00 P.M.

*Above is also the chronological order of the meeting.
Every member has to be in the Google Meet room about 5 minutes before starting.*