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**CAPSTONE PROJECT 1**

**CMU-SE 450**

**MENTOR MEETING DOCUMENT**

**Date : 21/05/2023**

**LinguaSnap for Traveler**

**Submitted by**

**Dat, Nguyen Thanh**

**Truong, Vu Dinh**

**Long, Pham Ba Hoang**

**Kha, Nguyen Ngoc**

**Approved by Nguyen Duc Man**

**Capstone Project 1 - Mentor:**

Name Signature Date

**INTERNATIONAL SCHOOL OF DUY TAN UNIVERSITY**

**PROJECT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project acronym** | LiS | | |
| **Project title** | LinguaSnap for Travelers | | |
| **Start date** | 25 – February – 2023 | **End Date** | 31 – May – 2023 |
| **Lead institution** | International School, Duy Tan University | | |
| **Project mentor** | Nguyen Duc Man  Email: mannd@duytan.edu.vn  Phone: +84 904 235 945 | | |
| **Partner organization** | Duy Tan University | | |
| **Scrum Master** | Dat, Nguyen Thanh | ntdat1232001@gmail.com | 0972530969 |
| **Product owner** | Truong, Vu Dinh | Jonnyvu2210@gmail.com | 0905223611 |
| **Team members** | Kha, Nguyen Ngoc | winkha14567@gmail.com | 0945721427 |
| Long, Pham Ba Hoang | longphambahoang@gmail.com | 0793310221 |

REVISION HISTORY

| **Version** | **Date** | **Comments** | **Author** | **Approval** |
| --- | --- | --- | --- | --- |
| 1.0 | 21 May 2023 | Initial Release | C1SE.05 Team |  |
|  |  |  |  |  |

28 – February – 2023

**LINGUASNAP FOR TRAVELERS**

MENTOR MEETING

Meeting date: 28 – February – 2023

Meeting location: Offline meeting

1. **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Acronym** | **Present** |
| Dat, Nguyen Thanh | Leader | TD | YES |
| Kha, Nguyen Ngoc | Member | NK | YES |
| Long, Pham Ba Hoang | Member | HL | YES |
| Truong, Vu Dinh | Member | DT | YES |

1. **Meeting Location**

Offline meeting: Room 601, International School, 254 Nguyen Van Linh, Thanh Khe District, Da Nang City

1. **Meeting Start:**

* Meeting Schedule start: 14:00
* Meeting Actual start : 14:00
* Meeting note taker : Long, Pham Ba Hoang

1. **Agenda**

* Introduce, list personal information of team members
* Suggest ideas for mentors
* Discuss the topic with a mentor
* Discussion on the given topics

1. **Post Meeting Action Items**

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned to** | **Deadline** |
| Finalize the topic the group has chosen, and state why the group chose this topic | All Member | 28 – February – 2023 |
| List the main functions that must be included in the project | All Member | 28 – February – 2023 |
| Discussing project management tools | All Member | 28 – February – 2023 |
| Finalize the topic the group has chosen, and state why the group chose this topic | All Member | 28 – February – 2023 |

1. **Meeting End**

* Meeting Schedule end: 17:00
* Meeting Actual end: 17:00

**Secretary**

Long

Pham Ba Hoang

10 – April – 2023

**LINGUASNAP FOR TRAVERLERS**

MENTOR MEETING

Meeting date: 10 – April – 2023

Meeting location: Offline meeting

1. **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Acronym** | **Present** |
| Dat, Nguyen Thanh | Leader | TD | YES |
| Kha, Nguyen Ngoc | Member | NK | YES |
| Long, Pham Ba Hoang | Member | HL | YES |
| Truong, Vu Dinh | Member | DT | YES |

1. **Meeting Location**
2. Offline meeting: Room 601, International School, 254 Nguyen Van Linh, Thanh Khe District, Da Nang City
3. **Meeting Start:**

* Meeting Schedule start: 14:00
* Meeting Actual start : 14:00
* Meeting note taker : Long, Pham Ba Hoang

1. **Agenda**

* Demo app
* Edit the product backlog before making the project plan
* Date in spint must match plan
* Draw CnC
* Do Architecture Design Document, Sprint Backlog Document

1. **Post Meeting Action Items**

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned to** | **Deadline** |
| Edit produc backlog | All Member | 10 – April – 2023 |
| Draw CnC | All Member | 10 – April – 2023 |
| Edit architecture design document | All Member | 10 – April – 2023 |
| Edit Sprint backlog document | All Member | 10 – April – 2023 |

1. **Meeting End**

* Meeting Schedule end: 17:00
* Meeting Actual end: 17:00

**Secretary**

Long

Pham Ba Hoang

6 – May – 2023

**LINGUASNAP FOR TRAVERLERS**

MENTOR MEETING

Meeting date: 6 – May – 2023

Meeting location: Offline meeting

1. **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Acronym** | **Present** |
| Dat, Nguyen Thanh | Leader | TD | YES |
| Kha, Nguyen Ngoc | Member | NK | YES |
| Long, Pham Ba Hoang | Member | HL | YES |
| Truong, Vu Dinh | Member | DT | YES |

1. **Meeting Location**

Offline meeting: Room 601, International School, 254 Nguyen Van Linh, Thanh Khe District, Da Nang City

1. **Meeting Start:**

* Meeting Schedule start: 15:00
* Meeting Actual start : 15:00
* Meeting note taker : Long, Pham Ba Hoang

1. **Agenda**

* Demo app
* Extend the functions of the app ( search, bookmark, scan image to search)
* Edit Database design document
* Edit module view of Database Design

1. **Post Meeting Action Items**

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned to** | **Deadline** |
| Edit Database design document | Truong | 6 – May – 2023 |
| Edit module view of Database Design | Dat,Kha | 6 – May – 2023 |
| Do and add more functions | All Member | 6 – May – 2023 |

1. **Meeting End**

* Meeting Schedule end: 17:00
* Meeting Actual end: 17:00

**Secretary**

Long

Pham Ba Hoang

20 – May – 2023

**LINGUASNAP FOR TRAVERLERS**

MENTOR MEETING

Meeting date: 20 – May – 2023

Meeting location: Offline meeting

1. **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Acronym** | **Present** |
| Dat, Nguyen Thanh | Leader | TD | YES |
| Kha, Nguyen Ngoc | Member | NK | YES |
| Long, Pham Ba Hoang | Member | HL | YES |
| Truong, Vu Dinh | Member | DT | YES |

1. **Meeting Location**

Offline meeting: Room 601, International School, 254 Nguyen Van Linh, Thanh Khe District, Da Nang City

1. **Meeting Start:**

* Meeting Schedule start: 15:00
* Meeting Actual start : 15:00
* Meeting note taker : Long, Pham Ba Hoang

1. **Agenda**

* Demo function
* Edit Document
* Project progress report
* Report the duties of each member

1. **Post Meeting Action Items**

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned to** | **Deadline** |
| Edit Document | All Member | 20 – May – 2023 |
| Report for mentor | All Member | 20 – May – 2023 |

1. **Meeting End**

* Meeting Schedule end: 17:00
* Meeting Actual end: 17:00

**Secretary**

Long

Pham Ba Hoang