Sample 30-minute Meeting Agenda

You can adjust the agenda accordingly.

Time	Activity	Notes
0-5 min	**Get to know each other & set expectations**	• Introduce your team to the advisor. • Tell the advisor what your expectations are for the mentoring session.
5-10 min	**Share context and goals**	• Tell the advisor what is the challenge that you want to try to solve. • Tell the advisor What have done so far and what were the results. • Tell the advisor what your specific goals/objectives.
10-20 min	**Mentoring and advice**	• Focus on the advice that your advisor gives for your problem. • Ask your advisor if you feel confused about the advice
20-25 min	**Make an action plan**	• Share the steps that you will take next, to address your goals. • Propose a follow-up meeting/email to give an update regarding your project.
25-30 min	**Wrap-up**	• Make sure your team is clear on the next steps (if any)

Working doc for mentoring

(for students to fill up and send to advisor
al together with the calendar invitation)

Project ID : CH2-PS284
Project Name: Online Ambulance Booking Application to Improve Emergency Medical Response
Project Themes: Post-Pandemic & Emergency Responses
Project Team Members:

- (ML) M227BSY1252 – Anggito Karta Wijaya – Universitas Jember - [Active]
- (ML) M227BSY0317 Dewanata Hammada – Universitas Jember - [Active]
- (ML) M429BSX0777 – Sasa Kirana Wulandari – Universitas Dinamika Bangsa [Active]
- (CC) C134BSX3657 – Naila Ardelia – Politeknik Negeri Sriwijaya - [Active]
- (CC) C134BSX3720 – Clara Oktariani – Politeknik Negeri Sriwijaya - [Active]
- (MD) A227BSY2735 – Hans Havilah Fadhlan – Universitas Jember - [Active]
- (MD) A491BSX2165 – Chintia Agustin– Universitas Muhammadiyah Bandung - [Active]

Project Advisors:

- Rizqy Hidayat - Cloud Computing
- Rizka Rifdatus Safitri - Business/Commerce/Startup

Documents:

- Project Plan/Design Documents: Project Plan
- Trello : Trello
- Drive : Drive
- Figma : Figma

Timeline:
Timeline

Other notes
*Please put additional notes

1:1 Mentoring Session with Rizqy Hidayat

- Date: Tuesday, Desember 01, 2023
- Participants:
  - (ML) M227BSY1252 – Anggito Karta Wijaya – Universitas Jember - [Active]
  - (ML) M227BSY0317 Dewanata Hammada – Universitas Jember - [Active]
  - (ML) M429BSX0777 – Sasa Kirana Wulandari – Universitas Dinamika Bangsa [Active]
  - (CC) C134BSX3657 – Naila Ardelia – Politeknik Negeri Sriwijaya - [Active]
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  - (MD) A227BSY2735 – Hans Havilah Fadhlan – Universitas Jember - [Active]
  - (MD) A491BSX2165 – Chintia Agustin– Universitas Muhammadiyah Bandung - [Active]
- Advisor: Rizqy Hidayat
- Advisor expertise: Cloud Computing
- Resources: Timeline

Short introductions and expectation setting [15 min]
Our team aims to create an Online Ambulance Booking Application called "PPAP" to enhance emergency medical response. Traditional ambulance call systems face accessibility, visibility, and convenience challenges. Patients must make phone calls, leading to delays and potential inaccuracies in location reporting. To address this, our application enables users to book ambulances online through a mobile app. This initiative aims to reduce response times, offer faster medical assistance, and ultimately save lives during urgent medical emergencies. Our discussion points include refining the business plan, project management, and implementing cloud computing.

Team Challenges & Questions

- How to create a database when Machine Learning and Cloud Computing need the same database?
- Is there any way to easily create a real time location like the user's position?
- How can we compete and be sustainable with the app we created, ambulance?
- How did our application come up with a good business idea?
- How to maximize the use of resources in google cloud platform so we can create a good billing management?
- Any tips for time management to survive in this situation?
- Is the machine learning model created by our team correct and meets the requirements, especially for image model similarity?
- Is there any way we can execute our application in a way that is easier and more appealing to people?

Action Item & Next Steps

-

1:1 Mentoring Session with Rizka Rifdatus Safitri

*please copy this for each mentoring session

- Date: Wednesday, Desember 03, 2023
- Participants:
  - (ML) M227BSY1252 – Anggito Karta Wijaya – Universitas Jember - [Active]
  - (ML) M227BSY0317 Dewanata Hammada – Universitas Jember - [Active]
  - (ML) M429BSX0777 – Sasa Kirana Wulandari – Universitas Dinamika Bangsa [Active]
  - (CC) C134BSX3657 – Naila Ardelia – Politeknik Negeri Sriwijaya - [Active]
  - (CC) C134BSX3720 – Clara Oktariani – Politeknik Negeri Sriwijaya - [Active]
  - (MD) A227BSY2735 – Hans Havilah Fadhlan – Universitas Jember - [Active]
  - (MD) A491BSX2165 – Chintia Agustin– Universitas Muhammadiyah Bandung - [Active]
- Advisor: Rizka Rifdatus Safitri
- Advisor expertise: Business/Commerce/Startup
- Resources: Timeline

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Action Item & Next Steps

- We already have a business idea and have created a BMC.
  BMC