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💻 COS20031 Group 6 - Maverick Mates 2.0 Homepage

Team metrics

Project plan
Updated Oct 1, 2023
DONE

Sprint 1
Updated Oct 1, 2023
IN PROGRESS

Sprint 2
Updated Oct 1, 2023
NOT YET STARTED

Progress report
Updated Oct 1, 2023
NOT YET STARTED

Sprint 3
Updated Oct 1, 2023
NOT YET STARTED

Documentation and Final Product
Updated Oct 1, 2023
NOT YET STARTED

Welcome to Maverick Mates 2.0

Our team aims to make the world better by applying the most up-to-date technology. We hope to provide solutions to various industry problems by leveraging the latest developments in IT.

About Maverick Mates 2.0

We are 5 aspiring young developers that seek to translate business visions into reality through the application of technology. We bring to the table a wide variety of technical skills and knowledge to enhance business operations. Our current project involves constructing a full-stack web application for a training and job-seeking platform.

Meeting notes

- [2023-09-07 Meeting notes](#)
- [2023-09-14 Meeting notes](#)
- [2023-09-21 Meeting notes](#)
- [2023-09-28 Meeting notes](#)

Meet the team

Ta Quang Tung Team leader See Ta Quang Tung's profile .	Nguyen Quang Huy Team member See Nguyen Quang Huy's profile .
Tran Hoang Hai Anh Team member See Tran Hoang Hai Anh's profile .	Nguyen Tran Quang Minh Team member See Nguyen Tran Quang Minh's profile .
Phan Sy Tuan Team member See Phan Sy Tuan's profile .	

Resources

Restrict search to this space's space key.

Search

Latest updates

Recently Updated

- [COS20031 Group 6 - Maverick Mates 2.0 Homepage](#) 2 minutes ago • contributed by Tung Ta Quang
- [Member profiles](#) 16 minutes ago • contributed by Tung Ta Quang
- [2023-09-28 Meeting notes](#) 18 minutes ago • contributed by Nguyen Tran Quang Minh (Swinburne HN)
- [2023-09-21 Meeting notes](#) 18 minutes ago • contributed by Nguyen Tran Quang Minh (Swinburne HN)
- [2023-09-14 Meeting notes](#) 18 minutes ago • contributed by Nguyen Tran Quang Minh (Swinburne HN)
- [2023-09-07 Meeting notes](#) 18 minutes ago • contributed by Nguyen Tran Quang Minh (Swinburne HN)
- [Working agreement](#) 19 minutes ago • contributed by Tung Ta Quang

Where to find us

- N/A
- tunggnut2004@gmail.com (Team Leader)
- N/A

Featured resources

- [Project plan](#)
- [Working agreement](#)
- [Team Member Underperformance](#)
- [Roles and responsibilities](#)
- [Risk assessment matrix](#)

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Our calendar

Stage 1: Project planning	Stage 2: Sprint 1	Stage 3: Sprint 2
<p>Weeks 1 to 4 (Sep 4, 2023 to Oct 1, 2023)</p> <p>This stage of the project involves forming the team, understanding the business' requirements, and planning ahead for the rest of the project. More specifically, we will work on the following:</p> <ul style="list-style-type: none">• To form the team and establish a safe and effective working environment, we will work on our Member profiles, Working agreement, and assign Roles and responsibilities.• To understand the business' requirements, we will read the project brief provided by the client and have a meeting with them for further clarification.• Then we will plan for the upcoming weeks with the Project plan and assess potential risks with the Risk assessment matrix.	<p>Weeks 5 and 6 (Oct 2, 2023 to Oct 15, 2023)</p> <p>This stage involves implementing the first version of the database and adding features such as authentication, profile management, training courses, and internationalization.</p> <p>For more details, see the Project plan.</p>	<p>Weeks 7 and 8 (Oct 16, 2023 to Oct 29, 2023)</p> <p>This stage involves optimizing and testing the database as well as adding features such as course registration, job posting, job search, and job application.</p> <p>For more details, see the Project plan.</p>
Stage 4: Sprint 3	Stage 5: Finalization	
<p>Weeks 9 and 10 (Oct 30, 2023 to Nov 12, 2023)</p> <p>This stage involves finalizing the database and making quality changes to the website such as responsive layouts and quality of life features.</p> <p>For more details, see the Project plan.</p>	<p>Weeks 11 and 12 (Nov 13, 2023 to Nov 26, 2023)</p> <p>This stage is when we wrap up the entire project. We will work on the project documentation, reports, and demonstration video.</p> <p>For more details, see the Project plan.</p>	

▶ Project plan

Driver	@Tung Ta Quang
Approver	Project Manager of GreeLiving (Ms. Hang) Unit Convener (Mr. Dai)
Contributors	@Tung Ta Quang @Hải Anh Trần Hoàng @Nguyen Tran Quang Minh (Swinburne HN) @SY TUAN PHAN @Nguyen Quang Huy (Swinburne HN)
Informed	Project Manager of GreeLiving (Ms. Hang) Unit Convener (Mr. Dai)
Objective	Design a full-stack web application and database to meet the needs of GreeLiving, an online platform that provides learners with training courses and connects job-seekers to employers.
Due date	Week 12 Nov 26, 2023
Key outcomes	<ul style="list-style-type: none">Provide a platform for learners to access high-quality training courses and employers to connect with prospective candidates.Offer an easy-to-use, fast, and secure platform for both learners/job-seekers and employers.
Status	IN PROGRESS

🤔 Problem Statement

The current website of GreeLiving, an online platform for training and recruitment, is lacking a **backend system** with **Content Management System (CMS)** for the management of user content and a **database** for the storage of data such as job listings and candidate profiles. These shortcomings prevent GreeLiving from being a useful platform for connecting job-seekers to employers.

🎯 Scope

Must have:	<ul style="list-style-type: none">A fully-functioning, secure, and optimized MySQL database that supports the business requirements as mentioned in the project brief, which are:<ul style="list-style-type: none">Allowing learners/job-seekers to (1) apply to training courses, (2) search and view job postings based on certain criteria, (3) apply to jobs and select interview dates, and (4) view and modify their personal profile.Allowing businesses/employers to (1) create and publish job postings, (2) view and select applied candidates, (3) set interview dates with candidates, and (4) view and modify their company profile.
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	<ul style="list-style-type: none"> • A prototype of the website showing the interactions the user can perform to use the platform's essential features. • A content management system (CMS) that enables users on the frontend to manually create content (e.g. job postings,...) and converts said content into a suitable format for storage in the database. • Internationalization/localization for the website to make it accessible to both
Nice to have:	<ul style="list-style-type: none"> • Vietnamese and Australian users. • A fully responsive user interface on the website's frontend. • An industry-ready full-stack website for the platform. • Web analytics to analyze web traffic and user behavior.
Not in scope:	<ul style="list-style-type: none"> • A payment system that enables learners/job-seekers to securely pay for training courses. • A hosting architecture for the website, including concerns such as virtual machines, load balancing, backups, etc. • Search engine optimization (SEO) to improve the website's visibility on search engines.



Timeline

		04-Sep	11-Sep	18-Sep	25-Sep	02-Oct	09-Oct	16-Oct	23-Oct	30-Oct
Respons...	Job application	Team f...	Conflu...	Jira	Project brief and plan	Perso...	Empat...	User st...		
	Job post...				First draft	Normalization and i...	Use cases, optimization, an...	Final		
	Profile manag...				Learner/job-seeker ...	Employer auth				
					Learner/job-seeker p...	View applied jobs an...	Record course			
	Training...				Employer profile	View posted jobs an...	Employers view			
						View interview date...				
	Internati...				Course list page	Course registration				
					Course detail page					
					Vietnamese support					
					English support					
						Job posting writer i...				
	Job sear...						Job search engine	Save jobs fo		
							View job description			
							Candidate applicati...			
							Interview scheduling			
							Update application ...			
	Initial planning							Mobile resp		



▶ Milestones and deadlines

Milestone	Owner	Deadline	Status
Complete the planning stage.	@Tung Ta Quang	Oct 1, 2023	DONE
Complete Sprint 1 (Authentication, profile management, training courses, and internationalization).	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN) @Nguyen Tran Quang Minh (Swinburne HN) @SY TUAN PHAN @Hải Anh Trần Hoàng	Oct 15, 2023	IN PROGRESS
Complete Sprint 2 (Course registration, job posting, job search, and job application).	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN) @Nguyen Tran Quang Minh (Swinburne HN) @SY TUAN PHAN @Hải Anh Trần Hoàng	Oct 29, 2023	NOT YET STARTED
Complete Sprint 3 (Responsiveness and other minor features).	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN) @Nguyen Tran Quang Minh (Swinburne HN) @SY TUAN PHAN @Hải Anh Trần Hoàng	Nov 12, 2023	NOT YET STARTED
Finalize the database.	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN) @Nguyen Tran Quang Minh (Swinburne HN) @SY TUAN PHAN @Hải Anh Trần Hoàng	Nov 12, 2023	NOT YET STARTED
Finalize the project and write the documentation.	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN) @Nguyen Tran Quang Minh (Swinburne HN) @SY TUAN PHAN @Hải Anh Trần Hoàng	Nov 25, 2023	NOT YET STARTED

🔗 Reference materials



🤝 Working agreement

👤 Team Preferences

Team Member	Ta Quang Tung	Nguyen Quang Huy	Nguyen Tran Quang Minh	Tran Hoang Hai Anh	Phan Sy Tuan
Working location and time zone	Hanoi, Vietnam (GMT +7)				
Working hours and commitments	9 A.M. to 5 P.M. and 8 P.M. to 10:30 P.M.	9AM to 12PM and 9PM to 2AM	8 A.M to 5 P.M and 9 P.M to 11 P.M	8 A.M to 12 P.M and 1 P.M to 5 P.M	9 A.M. to 5 P.M. and 8 P.M. to 10:00 P.M.
Working environment and preferences	I work at home on all days except Wednesday afternoon and Thursday where I am at university. I prefer working online.	I work at home and sometimes at university. Often busy in the afternoon.	I work from home and university.	I work from university mostly but at home also	I work at home and sometimes at university.
How I like receiving feedback	Online or in-person but privately.	Online via Messeger or in-person during the workshop section.	Face to face conversation or feedback thought Messenger or Zalo.	Mostly online but in-person is fine	Online or in-person.
Context about me	Swiftie, love listening to new music, currently learning Spanish, also learning to lead :3	Talkative and sometimes lazy.	If you know, you know	Why am I learning IT ?	I love engineering. ❤️

💬 Communication Channels

Channel	Purpose	Audience	Standards
Messenger	Announcements and daily conversations.	All team members.	Open by default. Questions should be answered within 12 hours.
Zalo	Consultation with lecturer/tutor.	All team members.	No group chat. Team members ask questions independently.

Google Meet	Online meetings.	All team members.	Meeting time announced 3 days before. Team members must inform their absence 1 day before. Webcams must be on for all participants.
Classroom	In-person meetings and discussions.	All team members.	All team members are expected to attend. Absence should be informed 1 day before the classroom session. Team members must complete their independent learning before the session.
Confluence	Documentation of the project. Maintains a list of questions and answers related to the project and the unit.	All team members.	All members are allowed to edit all pages in the Confluence space. Team members are expected to complete their assigned work on Confluence.
Google Drive	File sharing.	All team members.	All members are allowed to read, upload, and modify files on the team's Drive folder. These documents should not be leaked outside.
GitHub	Storage of the team's code repository.	All team members.	Members must not directly commit to the main/master branch. They must create and commit to a different branch, then create a pull request. The team leader will make any final adjustments before merging it to the main branch.

Meetings

Meeting type	Team meeting	Daily check-up	Client meeting
Objective	Discussing the project with members.	Getting progress updates from members.	Informing clients/stakeholders of project progress.
Outcomes	Updating everyone of the project's current progress, formulating plans, and allocating work to team members.	Knowing each member's progress as well as any difficulties they are encountering to adjust the workload appropriately.	Clients/stakeholders are informed of the team's progress, provide feedback to improve the team's work and resolve difficulties.
Format	Online/in-person, whole team.	Online/in-person, individual team members. Must be very	Online/in-person, whole team with clients/stakeholders.

		brief (5-10 minutes only)	
Who	All members	All members individually.	All members and clients/stakeholders.
Resources	Online: Google Meet, microphones, laptops/phones/etc. Offline: Laptops, sticky notes.	Online: Messenger Offline: A note pad and pen to write down responses.	Laptop, slides, projector.
How will we show up?	All members are expected to attend with prior reading of the agenda and preparation. Members should show up positive and ready to contribute to the meeting.	If the check-up takes place online, each team member is expected to respond within 4 hours. If the check-up takes place in-person, it will be done during class where everyone is expected to attend.	Members are expected to grasp the progress of and be ready to present their assigned parts to clients/stakeholders. It is important that members arrive with a positive attitude and a readiness to actively participate in the meeting.
How will we manage follow up?	Record discussion points and further actions on Confluence. Set deadlines for allocated work.	Adjust the team's workload and work division appropriately if team members are encountering issues. Provide guidance on how to complete tasks as needed.	Record clients' feedback on Confluence, decide on further actions to finish the project to the clients' standard, and set deadlines.

Team member underperformance

Underperformance signals and how they are detected	<p>In regard to work quality:</p> <ul style="list-style-type: none"> Producing poor quality work (code/reports/etc.). (Detection: Confluence, team's GitHub repository.) Plagiarizing other sources. (Detection: Confluence, team's GitHub repository.) Not assigning oneself to work. (Detection: Jira.) <p>In regard to work productivity:</p> <ul style="list-style-type: none"> Failing to meet deadlines without a valid reason. (Detection: Jira.) Coming unprepared to team meetings. (Detection: During meetings.) <p>In regard to collaboration:</p> <ul style="list-style-type: none"> Not informing team of current progress. (Detection: In communication channels, during daily check-ups.) Coming to meetings late or doing unrelated things during meetings. (Detection: During meetings.) Not contributing ideas to discussions. (Detection: During meeting discussions.) Not communicating with team in a timely manner. (Detection: In communication channels.) Using unprofessional or disrespectful language. (Detection: In communication channels or meetings.) Discouraging or patronizing other members. (Detection: In communication channels or meetings.)
Resolution policy	<p>At the end of each week, the project managers will review the work done during that week and reflect on team members' performance.</p> <p>If one or two underperformance signals are detected for a team member, the project managers will inform that member in person or through text messages to help them get back on track.</p>

After three or more signals are detected for a team member, a Performance Improvement Plan (PIP) will be created for that member.

The team member is expected to follow the plan to address the identified issues. They will be monitored over the following 2 weeks to see if there are any improvements. If the issues persist, this member will be reported to the unit facilitator for mark deductions as per the Poor Contribution Weighting Rubric.

All team members should be informed of the decision to ensure transparency.

⬆ Escalation Process

Decider	How	Transparency	Feedback Loop
@Tung Ta Quang - team leader	Each week, review the Jira board to identify which tasks are falling behind schedule and who are responsible. Discuss the issue with team members to arrive at a resolution.	The final decision will be shared with everyone in the team.	Stakeholders will be informed of the situation through email or in person.
Unit lecturer/tutor	If a member persistently underperforms and negatively impacts the team's output, this issue will be discussed with the unit lecturer/tutor in person. A decision will be made to deduce the member's marks.	All members, including the underperforming member, will be informed of the decision.	Stakeholders will be informed of the situation through email or in person.

💡 Continuous Improvement

Purpose	How	Standards
Identify how to make the project more complete.	Meetings and discussions with clients/stakeholders.	Key improvement areas will be listed on Confluence.
Provide feedback for team members to learn.	Collect frequent feedbacks from the customer/ individual team member.	Valuable/ constructive feedbacks will be listed on Confluence.
Celebrate success.	Hanging out and bonding with all team members.	Personal and team's achievement will be listed on Confluence.

Roles and responsibilities

Overview

Team	Maverick Mates 2.0
Team members	@Tung Ta Quang @Nguyen Tran Quang Minh (Swinburne HN) @SY TUAN PHAN @Nguyen Quang Huy (Swinburne HN) @Hải Anh Trần Hoàng
Date	Sep 1, 2023 to Nov 26, 2023
Team mission	Develop a full-stack website featuring a performant database for GreeLiving, a training and recruitment platform.

Roles and responsibilities

Roles	Assignee(s)	Responsibilities	Why they fit this role?
Team leader	@Tung Ta Quang	<ul style="list-style-type: none"> Submit the team deliverables on time. Oversee the operation of the entire team. Coordinate teamwork. Facilitate meetings. Meet or contact clients to receive feedback on the team's output. Ask clients questions on behalf of the team. 	<p>Tung has previous experience leading teams. He is familiar with a range of web technologies, and his knowledge will help guide the team. Tung is also highly proficient in English, allowing him to easily communicate with teammates and clients.</p> <p>Additionally, he is responsible and always ensures that the work is of the highest standard.</p> <p>See  Ta Quang Tung's profile.</p>
Project manager	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN)	<ul style="list-style-type: none"> Manage the Jira board, initiate sprints, and set up and assign user stories. Monitor the team's progress to ensure that the project is not behind schedule. Have daily check-ins with team members to ensure they are on track. Remind team members when deadlines are due. Solve issues that arise during project execution (e.g.: a change in scope, members underperforming.) 	<p>Tung and Huy are organized and goal-oriented members with great communication and adaptability. Aside from being good problem solvers and decision makers, they can also foster a convivial team culture. This is important because project managers have to meet the team frequently and solve team issues.</p>

			See  Ta Quang Tung 's and  Nguyen Quang Huy 's profiles.
Database designer	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN) @Nguyen Tran Quang Minh (Swinburne HN) @Hải Anh Trần Hoàng @SY TUAN PHAN	<ul style="list-style-type: none"> Identify the kinds of data the business will need to store and the operations that will be performed on this data. Design the entities and relationships within the database. Test the database to ensure that it is consistent, performant, and secure. Decide on the database management system to use based on the business requirements. 	The database is the central component of the entire project as all of the business logic revolves around it. As such, everyone needs to contribute to its design. All members of the team have previous experience with MySQL, so their contributions can add more value to the database.
Backend designer	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN)	<ul style="list-style-type: none"> Design and implement the server-side architecture. Implement the business logic that happens on the server to support the functions required by the platform. Write code that securely connects the frontend to the business database. Write tests and analyze the backend logic to identify bugs and bottlenecks. Collaborate with the frontend team to deliver code that enhances the user experience. 	Tung and Huy have previous experience in server-side development, good understanding of databases, and familiarity with web protocols. As good problem solvers, they can implement business logic that is correct, effective, and secure. See  Ta Quang Tung 's and  Nguyen Quang Huy 's profiles.
Frontend designer	@Nguyen Tran Quang Minh (Swinburne HN) @Hải Anh Trần Hoàng @SY TUAN PHAN	<ul style="list-style-type: none"> Identify the characteristics of the website's primary user groups to design a user experience that best suits their needs. Design the website's user interface. Implement design changes and develop smooth user interactions. Ensure that the website is visually pleasing on different devices. Collaborate with the backend team to deliver a smooth user experience. 	Minh, Hai Anh, and Tuan have a keen eye for design and are skilled in frontend tools such as HTML, CSS, and JavaScript. They are detail-oriented, creative, and can translate designs into functional interfaces. See  Nguyen Tran Quang Minh 's,  Tran Hoang Hai Anh 's, and  Phan Sy Tuan 's profiles.
Note-taker	@Nguyen Quang Huy (Swinburne HN)	<ul style="list-style-type: none"> Take meeting notes. Take notes of clients' feedback. 	Huy is attentive, organized, and has excellent listening skills. He can distill complex information into clear, concise notes and is proficient in the use of note-taking tools. See  Nguyen Quang Huy 's profile.

⚠ Risk assessment matrix

📋 Background

The goal of the project is to build a full-stack website for GreeLiving, a training and recruitment platform. The platform will include a number of features, most notably:

- Offer learners a wide range of courses in a variety of categories, including F&B, beauty & spa, and tourism & hospitality.
- Let job-seekers search for and apply to jobs that are suited to them.
- Allow employers to write job postings and select applied candidates.
- Allow candidates and employers to arrange interview dates.

To achieve the requirements set out by the company, the project will need the following:

- A database to store data such as user profiles, job postings, and recruitment data.
- A content management system to facilitate the creation of user content such as job postings or personal profiles.
- A user-friendly interface to ensure a smooth and simple experience on the platform.

🎲 Risks management

Risk rating

LOW	MEDIUM	HIGH	EXTREME
<ul style="list-style-type: none">• Acceptable• Ok to proceed	<ul style="list-style-type: none">• As low as reasonably practicable• Take mitigation efforts	<ul style="list-style-type: none">• Generally unacceptable• Seek support	<ul style="list-style-type: none">• Intolerable• Place event on hold

LIKELIHOOD	SEVERITY			
	ACCEPTABLE (1) <i>Little to no effect on event</i>	TOLERABLE (2) <i>Effects are felt, but not critical to outcome</i>	UNDESIRABLE (3) <i>Serious impact to the course of action and outcome</i>	INTOLERABLE (4) <i>Could result in disaster</i>
IMPROBABLE (A) <i>Risk is unlikely to occur</i>	<ul style="list-style-type: none">• 1A.1 - Data entry errors.	<ul style="list-style-type: none">• 2A.1 - Poor code quality and maintainability.	<ul style="list-style-type: none">• 3A.1 - Inefficient project management.	<ul style="list-style-type: none">• 4A.1 - DDOS attacks on the server.• 4A.2 - Data breach.
POSSIBLE (B) <i>Risk will likely occur</i>	<ul style="list-style-type: none">• 1B.1 - Browser incompatibility.	<ul style="list-style-type: none">• 2B.1 - Unoptimized database.	<ul style="list-style-type: none">• 3B.1 - Scope creep and frequent changes.	<ul style="list-style-type: none">• 4B.1 - Technical issues (e.g., server crashes).

				• 4B.2 - SQL injection attacks.
PROBABLE (C) <i>Risk will occur</i>	<ul style="list-style-type: none"> 1C.1 - Fluctuations in website traffic. 	<ul style="list-style-type: none"> 2C.1 - Routine technical issues causing periodic platform downtime. 	<ul style="list-style-type: none"> 3C.1 - Spike in website usage during peak recruitment seasons. 	<ul style="list-style-type: none"> 4C.1 - Data loss.

✓ Action items

- (1C.1, 3C.1) Optimize backend logic to speed up servers.
- (1C.1, 4A.1) Implement load balancing to ease the load on each server and prevent DDOS attacks.
- (2A.1) Ensure all team members follow the same coding conventions and document their code for future contributors.
- (2B.1, 3C.1) Implement database indexing, regularly clean up unused data, and use caching mechanisms to reduce database load.
- (2C.1, 4B.1) Implement robust technical monitoring & support.
- (3A.1) Get frequent feedback from team members to adjust the work.
- (3A.1, 3B.1) Define and communicate the scope clearly.
- (4A.2, 4C.1) Review the database security regularly.
- (4A.2) Use strong authentication credentials and encryption, most preferably from an industry-standard authentication service instead of a custom solution.
- (4B.1) Test backend logic thoroughly before deployment and apply the latest software patches to the server.
- (4B.2) Sanitize all user input before performing database operations.
- (4C.1) Implement comprehensive data backup and disaster recovery processes.

Personas

 Persona - Employer (COS20031 Group 6 - Maverick Mates 2.0)
persona

 Persona - Learner (COS20031 Group 6 - Maverick Mates 2.0)
persona

 Persona - Job seeker (COS20031 Group 6 - Maverick Mates 2.0)
persona

Persona - Learner



Bao Vo

Persona name	Bao Vo
Persona role	Learner
Job description	No job at the moment but is looking for a training course to receive a certificate for his portfolio.

🏢 Company

Company name	N/A
Company size	N/A
Industry	N/A

👤 Demographic information

Age	20
Gender	Male
Income	N/A
Education level	High school
Residential environment	Suburban

✍ Personal quote

"Learning has never been late"

📜 Biography

Bao has finished his high school and just returned from his military duty. With no prior experience in bartending, he is searching for a bartending course with a reasonable price. He is also very passionate about bartending and hope to have a chance to work overseas.

Professional goals	Motivators
<ul style="list-style-type: none">Bao wants to obtain official skill certification in order to get a job.	<ul style="list-style-type: none">Bao has just finished his military duty and is looking for a high-paying job.Bao is passionate about bartending.

	<ul style="list-style-type: none"> Bao is looking to hone his bartending skills before becoming a professional bartender.
Challenges	Sources of information
<ul style="list-style-type: none"> Having been out of military duty for only some time, Bao does not have the money for expensive courses. With so many choices of training course on the Internet, Bao does not know which one to choose. 	<ul style="list-style-type: none"> Bao finds bartending tutorials by reading online articles and watching YouTube videos. Bao looks for training courses on Facebook and Google.

Persona - Job seeker



Thi Hang Nguyen

Persona name	Thi Hang Nguyen
Persona role	Job-Seeker
Job description	Makeup Artist

🏢 Company

Company name	N/A
Company size	N/A
Industry	Beauty and Fashion

👤 Demographic information

Age	28
Gender	Female
Income	\$5,000 annually
Education level	Bachelor's Degree in National Economics University
Residential environment	Urban

✍ Personal quote

"Enhancing natural beauty is not just my job; it's my passion."

📜 Biography

Hang is a highly motivated and creative makeup artist with three years of experience. She pursued formal education in economic; however, she found her passion in cosmetology after graduation. Hang has worked in various roles, including freelance makeup artist, in-store beauty advisor, and even as a makeup artist for local theater productions. She's known for her attention to detail and her ability to create diverse looks, from natural to avant-garde.

Professional goals	Motivators
--------------------	------------

<ul style="list-style-type: none"> To secure a full-time makeup artist position with a reputable beauty salon or cosmetics company. Continue to expand her portfolio by working on high-profile projects, such as fashion shows and photoshoots. Obtain certification in special effects makeup to diversify her skill set. 	<ul style="list-style-type: none"> Hang is motivated by her passion for makeup artistry and the opportunity to make people feel confident and beautiful. She seeks professional growth and recognition within the beauty industry. Financial stability and the prospect of earning a competitive salary are significant motivators.
Challenges	Sources of information
<ul style="list-style-type: none"> Competition in the makeup artist job market can be fierce, making it challenging to stand out. Keeping up with the latest makeup trends and techniques requires ongoing learning and skill development. Balancing a freelance career with the stability of a full-time job is a challenge Hang faces. 	<ul style="list-style-type: none"> Hang relies on job search websites and platforms to find job openings and networking opportunities. She follows beauty and fashion magazines, makeup artists on social media, and attends industry trade shows to stay updated on trends. Online makeup tutorials and courses help her continue to refine her skills and learn new techniques.

Persona - Employer



Grace Anderson

Persona name	Grace Anderson
Persona role	Employer
Job description	Owner/Manager

🏢 Company

Company name	Belle Éclat Beauty Salon
Company size	Small (3 employees)
Industry	Beauty

👤 Demographic information

Age	40
Gender	Female
Income	Varies (based on salon revenue)
Education level	Diploma in Beauty Therapy
Residential environment	Urban

✍ Personal quote

"Creating beauty and boosting confidence one client at a time."

📜 Biography

Grace Anderson is a passionate entrepreneur in the beauty industry. She founded "Belle Éclat Beauty Salon" in Melbourne, Australia, 10 years ago. Grace's journey began as a licensed beauty therapist, and her dream was to create a space where clients could experience exceptional beauty and wellness services. Over the years, her salon has become known for its personalized approach, top-notch services, and a tranquil atmosphere.

Professional goals	Motivators
---------------------------	-------------------

<ul style="list-style-type: none"> To maintain a reputation for excellence in beauty and wellness services in the Melbourne area. Expand the business by opening a second location in a high-traffic area. Offer eco-friendly and sustainable beauty products and services to cater to environmentally conscious clients. 	<ul style="list-style-type: none"> Grace is motivated by her passion for helping clients feel and look their best, which drives her commitment to quality services. She takes pride in being a successful small business owner and seeks to grow her brand further. The opportunity to contribute to the local community by creating job opportunities and promoting self-confidence is a significant motivator.
Challenges <ul style="list-style-type: none"> Staying updated with evolving beauty trends and technologies is a constant challenge in the beauty industry. Managing the salon's day-to-day operations while also focusing on long-term growth requires careful planning. Adapting to changing regulations and health protocols, especially in the post-COVID era, has been challenging. 	Sources of information <ul style="list-style-type: none"> Grace relies on industry trade magazines, professional beauty networks, and local business associations for industry insights and connections. She actively uses social media to promote her salon's services and engage with clients. Attending beauty expos and conferences helps her stay updated on the latest products and techniques in the beauty industry.

Empathy maps

- [!\[\]\(598596f6c4473ad131014a5892d7b45b_img.jpg\) Empathy map - Learner \(COS20031 Group 6 - Maverick Mates 2.0\)
empathy-map](#)
- [!\[\]\(3511ba10bdf41686645b1e97b961fc7a_img.jpg\) Empathy map - Employer \(COS20031 Group 6 - Maverick Mates 2.0\)
empathy-map](#)
- [!\[\]\(a8588b8c6e453a654c023bf6a7d9e273_img.jpg\) Empathy map - Job seeker \(COS20031 Group 6 - Maverick Mates 2.0\)
empathy-map](#)

Empathy map - Learner

What they say	What they feel
<ul style="list-style-type: none"> "I just completed high school and returned from military duty." "I have no prior experience in bartending, but I'm eager to learn from the best." "I'm passionate about bartending and hope to work overseas someday." 	<ul style="list-style-type: none"> Excited and ready to start a new chapter for his life. Anxious about finding an affordable bartender course. Eager to gain skills and knowledge in bartending.
What they think	What they do
<ul style="list-style-type: none"> Bao know that he lacks bartending skills and knowledge. He's determined to gain expertise in mixing drinks, understanding flavors, and providing excellent customer service. He also thinks about how to afford training while managing his finances responsibly. 	<ul style="list-style-type: none"> Watching some online tutorials about how to bartending. Try to do some simple mixture at home. Seeking an opportunity to get a degree in this expertise to work overseas.
Pains	Gains
<ul style="list-style-type: none"> He finds it difficult to learn from scratch. Financial constrain is also a big problem. 	<ul style="list-style-type: none"> The opportunity to learn bartending skills and pursue his passion. Potential career growth and the chance to work in different countries.

Empathy map - Job seeker

What they say	What they feel
<ul style="list-style-type: none"> "I love experimenting with different makeup looks." "Finding a job in the beauty industry is tough but fulfilling." "I'm always learning and trying to improve my makeup skills." "I want to work with a team that appreciates creativity." "Balancing freelance work and stability is challenging." 	<ul style="list-style-type: none"> Passionate about makeup artistry. Excited when she lands a new job opportunity. Frustrated by the competitive job market. Proud of her portfolio and progress. Anxious about financial stability.
What they think	What they do
<ul style="list-style-type: none"> "I need to keep up with the latest makeup trends to stay competitive." "I hope to find a job that values my artistic abilities." "Networking can help me discover job opportunities." "Having a stable income is essential for my financial security." "I want to build a strong portfolio to showcase my talent." 	<ul style="list-style-type: none"> Attends makeup workshops and courses to enhance her skills. Follows makeup artists and beauty brands on social media for inspiration. Regularly updates her portfolio with new makeup looks. Submits job applications and attends interviews. Collaborates with photographers and models for portfolio photoshoots.
Pains	Gains
<ul style="list-style-type: none"> Struggles with the uncertainty of freelance work and the need for a stable income. Feels the pressure to keep up with rapidly evolving makeup trends and techniques. Faces competition and difficulty in standing out in the job market. Balancing her creative aspirations with financial security can be challenging. 	<ul style="list-style-type: none"> Gains satisfaction and fulfillment from makeup artistry. Builds a diverse portfolio showcasing her talent and versatility. Develops a strong network within the beauty industry. Achieves financial stability through a fulfilling makeup artist job.

Empathy map - Employer

What they say	What they feel
<ul style="list-style-type: none"> “I want to find applicants that align with my company's values and fit my makeup styles.” “It's hard for me to connect with prospective employees.” “Building a talent pool for my job is challenging.” “I would love to see a list of people who have applied to my company all in one place.” 	<ul style="list-style-type: none"> Frustrated as she has to go through applications that do not meet basic requirements. Bewildered by the number of applications and not being able to manage them. Inconvenienced as she cannot effectively arrange interviews with candidates.
What they think	What they do
<ul style="list-style-type: none"> “How do I decide which application is better?” “How do I filter and sort my list of applications based on certain criteria?” “Maybe I will need to rely on industry peers or word of mouth to build a talent pool.” “Can I trust my that my applicants write honest portfolios?” “How do I quickly rule out applications that fail to meet the minimum requirements?” “How can I effectively schedule interviews with applicants? How can I keep track of all interview dates in one place?” 	<ul style="list-style-type: none"> Find potential candidates on recruitment platforms, industry peers, and word of mouth. Publish job postings on recruitment platforms to get applicants. Schedule interviews, makeup tests with promising candidates.
Pains	Gains
<ul style="list-style-type: none"> She finds it difficult to find candidates that align with her company's values and styles. She cannot easily review the list of candidates that applied to her job postings. She has to rely on recommendations from industry peers to accumulate her talent pool. She does not know if she can rely on what the candidate says in their applications. She finds the recruitment process slow and ineffective. 	<ul style="list-style-type: none"> She can build a talent pool and attract suitable applicants to her company. She can easily go through the list of applications to find the most suitable candidate for each makeup position. She can streamline the recruitment process to save time and effort.

📌 Product requirements

Target release date	Nov 26, 2023
Epics	Provide a training platform for learners / Provide job-seekers with a job search platform / Provide employers with an efficient recruitment platform
Document status	PUBLISHED
Document owner	@Tung Ta Quang
Designer	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN) @SY TUAN PHAN @Hải Anh Trần Hoàng @Nguyen Tran Quang Minh (Swinburne HN)
Tech lead	@Tung Ta Quang
Technical writers	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN)
QA	@Tung Ta Quang @Nguyen Quang Huy (Swinburne HN) @SY TUAN PHAN @Hải Anh Trần Hoàng @Nguyen Tran Quang Minh (Swinburne HN)

🎯 Objective

This project aims to develop a full-stack website for GreeLiving, a training and recruitment platform that seeks to connect job-seekers to employers. The website features a database and a Content Management System (CMS) as required by the business as well as a user-friendly interface to make the platform accessible to all users.

📊 Success metrics

Goal	Metric
Improve the user experience	<ul style="list-style-type: none">Increase in user engagementReduced bounce rate
Enhance content management	<ul style="list-style-type: none">Content upload efficiency
Optimize data management	<ul style="list-style-type: none">Data integrityData retrieval speed
Facilitate effective job matching	<ul style="list-style-type: none">Successful job placementsEmployer satisfaction
Enhance user satisfaction	<ul style="list-style-type: none">User feedback
Increase user base	<ul style="list-style-type: none">User registrationsUser retention rate

🤔 Assumptions

- Users are assumed to have basic computer literacy and Internet access to engage with the online platform.

- Users will access the platform through various devices, including desktop computers, laptops, smartphones, and tablets. The platform needs to be responsive and accessible across these devices.
- Payment gateways and financial transactions are assumed to function reliably to facilitate course enrollment. We will only be implementing a mock-up payment system to show how course registration works, not a fully-fledged and secure system as this is not possible within the time limit.
- User-generated content, such as job listings and candidate profiles, is assumed to be accurate and authentic. We will not have mechanisms to detect false information.

🌟 Milestones

		04-Sep	11-Sep	18-Sep	25-Sep	02-Oct	09-Oct	16-Oct	23-Oct	30-Oct
Respons...	Job application	Team f...	Conflu...	Jira	Project brief and plan	Perso...	Empat...	User st...		
	Job post...				First draft	Normalization and i...	Use cases, optimization, an...	Final		
	Internati...				Learner/job-seeker ...	Employer auth				
	Training...				Learner/job-seeker p...	View applied jobs an...	Record course			
					Employer profile	View posted jobs an...	Employers view			
	Profile manag...						View interview date...			
	Job post...				Course list page	Course registration				
					Course detail page					
					Vietnamese support					
					English support					
	Internati...						Job posting writer i...			
	Training...						Job search engine	Save jobs fo		
	Profile manag...						Candidate applicati...			
							Interview scheduling			
							Update application ...			
	Internati...								Mobile resp	

Requirements

Requirement	User Story	Importance	Jira Issue	Notes
Allow job-seekers to select interview dates on the platform.	As a job-seeker, I want to schedule interviews with potential employers conveniently through the platform.	HIGH	<p> CMM20EP-16: As a job-seeker, I want to schedule interviews with potential employers conveniently through the platform.</p> <p>TO DO</p>	
Provide a user-friendly interface.	As a low-tech learner, I would like to have a simple and user-friendly interface.	MEDIUM	<p> CMM20EP-17: As a low-tech user, I would like to have a simple and user-friendly interface.</p> <p>TO DO</p>	
Provide an authentication mechanism for employers.	As an employer, I want to create and log into an account that represents my company in order to use the platform.	HIGH	<p> CMM20EP-18: As an employer, I want to create and log into an account that represents my company in order to use the platform.</p> <p>TO DO</p>	
Allow employers to write, edit, and publish job postings through an interface similar to Docs or Word.	As an employer, I want to write, publish, and edit job postings for my company without having to write custom HTML/CSS/etc.	HIGH	<p> CMM20EP-19: As an employer, I want to write, publish, and edit job postings for my company without having to write custom HTML/CSS/etc.</p> <p>TO DO</p>	
Allow employers to view and modify their profile page, which represent their companies.	As an employer, I want to be able to view and modify my company's profile page.	MEDIUM	<p> CMM20EP-20: As an employer, I want to be able to view and modify my company's profile page.</p> <p>TO DO</p>	
Allow employers to give candidates a list of available interview dates to choose from.	As an employer, I want to set a list of interview dates for my candidates to choose from.	HIGH	<p> CMM20EP-21: As an employer, I want to set a list of interview dates for my candidates to choose from (if I interview in person).</p> <p>TO DO</p>	
Present employers a list of applied candidates and options to sort and filter them.	As an employer, I want to see a list of all candidates who have applied to my company in one place. I also want to sort and filter this list based on certain criteria.	HIGH	<p> CMM20EP-22: As an employer, I want to see a list of all candidates who have applied to my company in one place. I also want to sort and filter this list based on certain criteria.</p> <p>TO DO</p>	

Present employers a list of interview dates that their candidates have accepted.	As an employer, I want to see a list containing the interview dates my candidates have chosen.	HIGH	<input checked="" type="checkbox"/> CMM20EP-23: As an employer, I want to see a list containing the interview dates my candidates have chosen. TO DO
Provide English language support for the website.	As an employer coming from Australia, I want to be able to use the website in English.	MEDIUM	<input checked="" type="checkbox"/> CMM20EP-24: As an employer coming from Australia, I want to be able to use the website in English. TO DO
Allow employers to see the profiles of their candidates (only public information should be displayed.)	As an employer, I want to be able to see the public profile of my candidates so that I can understand them better.	LOW	<input checked="" type="checkbox"/> CMM20EP-25: As an employer, I want to be able to see the public profile of my candidates so that I can understand them better. TO DO
Allow employers to update the status of applications to their companies (reviewing/rejected/selected/etc.)	As an employer, I want to be able to mark the applications as rejected/selected/etc.	HIGH	<input checked="" type="checkbox"/> CMM20EP-26: As an employer, I want to be able to mark the applications as rejected/selected/etc. TO DO
Provide an authentication mechanism to learners and job-seekers.	As a learner and/or job-seeker, I want to create and log into a user account so that I can use the platform.	HIGH	<input checked="" type="checkbox"/> CMM20EP-27: As a learner and/or job-seeker, I want to create and log into a user account so that I can use the platform. TO DO
Present a list of available training courses to learners.	As a learner, I want to see the list of available training courses offered by the platform.	HIGH	<input checked="" type="checkbox"/> CMM20EP-28: As a learner, I want to see the list of available training courses offered by the platform. TO DO
Present the details of each training course to learners.	As a learner, I want to see the details of each course listed on the platform.	HIGH	<input checked="" type="checkbox"/> CMM20EP-29: As a learner, I want to see the details of each course listed on the platform. TO DO
Allow learners to register courses.	As a learner, I want to be able to register to courses offered by the platform.	HIGH	<input checked="" type="checkbox"/> CMM20EP-30: As a learner, I want to be able to register to courses offered by the platform. TO DO
Keep track of the courses learners are taking or have completed successfully in their profiles.	As a learner, I want the platform to record the courses I am taking/have completed successfully so that I can show them to future employers.	MEDIUM	<input checked="" type="checkbox"/> CMM20EP-31: As a learner, I want the platform to record the courses I am taking/have completed successfully so that I can show them to future employers. TO DO
Provide Vietnamese language support for the website.	As a learner and/or job-seeker from Vietnam, I want to be able to use the platform in Vietnamese.	LOW	<input checked="" type="checkbox"/> CMM20EP-32: As a learner and/or job-seeker from Vietnam, I want to be able to use the

			platform in Vietnamese.	
			TO DO	
Implement a job search engine that can filter jobs by the criteria specified by the user.	As a job-seeker, I want to be able to search for jobs based on certain criteria so that I can find the jobs best suited for me.	HIGH	CMM20EP-33: As a job-seeker, I want to be able to search for jobs based on certain criteria so that I can find the jobs best suited for me. TO DO	
Allow users to submit information (personal information, documents, short answer questions, etc.) for the job application.	As a job-seeker, I want to be able to provide all the necessary information required by the job application through the platform.	HIGH	CMM20EP-34: As a job-seeker, I want to be able to provide all the necessary information required by the job application through the platform. TO DO	
List the jobs a user has applied to along with their status and interview dates (if applicable.)	As a job-seeker, I want to see a list of all the jobs I have applied to, their status, and upcoming interview dates.	HIGH	CMM20EP-35: As a job-seeker, I want to see a list of all the jobs I have applied to, their status, and upcoming interview dates. TO DO	
Allow users to view and modify their personal profiles.	As a job-seeker, I want to view and edit my personal user profile so that I can present this information to future employers.	HIGH	CMM20EP-36: As a job-seeker, I want to view and edit my personal user profile so that I can present this information to future employers. TO DO	
Allow job-seekers to read job descriptions posted by employers.	As a job-seeker, I want to be able to see detailed job descriptions so I can decide which jobs are suitable for me.	HIGH	CMM20EP-37: As a job-seeker, I want to be able to see detailed job descriptions so I can decide which jobs are suitable for me. TO DO	
Allow job-seekers to save job postings to their profile.	As a job-seeker, I want to be able to save jobs that I am interested in for future consideration.	MEDIUM	CMM20EP-38: As a job-seeker, I want to be able to save jobs that I am interested in for future consideration. TO DO	
 User interaction and design	• Database ER diagram (first draft):  Database diagram			

?

Open Questions

Question	Answer	Date Answered
How might we ensure data security and privacy for user profiles?	TO BE ANSWERED	TO BE ANSWERED
How might we encourage users to provide feedback on their job interview experiences?	TO BE ANSWERED	TO BE ANSWERED
How might we handle peak traffic loads during course enrollment	TO BE ANSWERED	TO BE ANSWERED

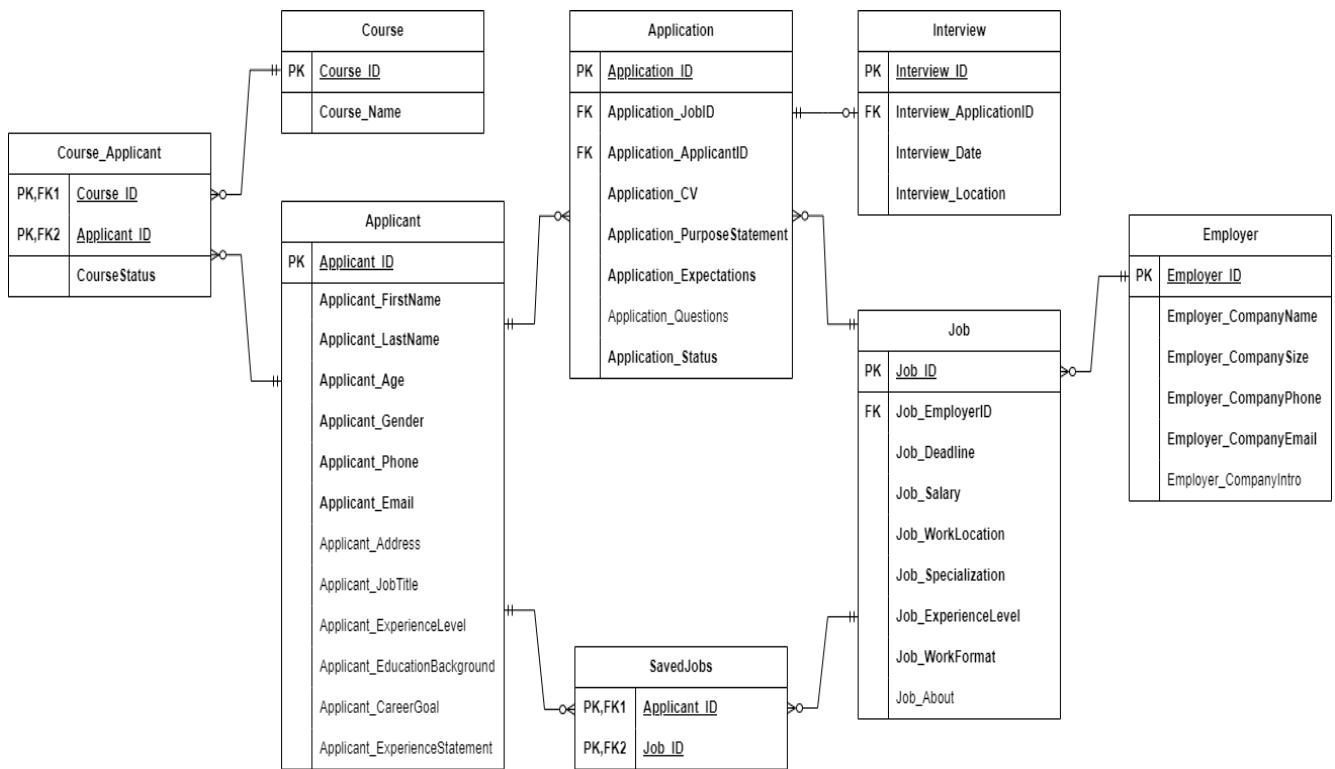
periods?		
How do we enable multiple employers having different accounts to edit job postings of the same company?	TO BE ANSWERED	TO BE ANSWERED

⚠ Out of Scope

- A secure payment system for course registration.
- A mechanism to easily add more training courses in the future.
- Search engine optimization (SEO) for the website.

Database ER diagram

This is the first draft of our database. Adjustments will be added in the future for feature addition, clean-up, and optimization.



Member profiles

Find out more about each member here! 

- [!\[\]\(df1b1fd8a5b866ab1eaba29667bb087d_img.jpg\) Ta Quang Tung](#)
- [!\[\]\(08a33a46a72f06c5a4dcc4b045f077b0_img.jpg\) Tran Hoang Hai Anh](#)
- [!\[\]\(720c58fd7a58aa74fcab8c3ca386adc7_img.jpg\) Nguyen Tran Quang Minh](#)
- [!\[\]\(1209a06d88d43914e47dd8219ec84c73_img.jpg\) Phan Sy Tuan](#)
- [!\[\]\(2223dc3adcfc20c782cd150ebdaaf187_img.jpg\) Nguyen Quang Huy](#)

🛠 Skills and knowledge

What do you bring to the table? Show that you are an invaluable asset to the team!

Technical skills/knowledge	<ul style="list-style-type: none"> • Programming languages: JavaScript (TypeScript), C#. • Full-stack web development with the following tools: ReactJS, TailwindCSS, NodeJS, Express.js, MySQL, PHP. • Familiarity with OOP and design patterns. • Familiarity with Git and GitHub.
Soft skills/knowledge	<ul style="list-style-type: none"> • Excellent English proficiency. Good listening, reading, and writing skills. • Previous experience leading small student groups. • Quite good communication skills.

🤝 Teamwork preferences

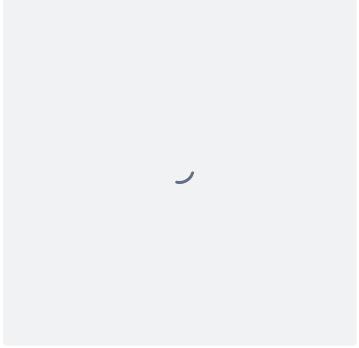
What is your ideal team?

Environments I like to work in	The ones that: <ul style="list-style-type: none"> • Support and encourage learning. • Accept differences. • Make me feel comfortable being myself. • Breed discussion and idea exchange, not just about work but also about other random things.
Preferred working hours	Daytime (9 A.M. to 5 P.M.) and evening (8 P.M. to 10 P.M.) on some days.
Communication preferences	Texting on Messenger or Zalo.
Preferred ways to receive feedback	Through text or private meetings.

👤 Personal questions

We're going to work together for 12 weeks straight. To make things more fun, it will be great if we know a little more about each other.

Things I need	To have: My phone, my laptop, a pencil and a notebook, and my music library. To learn: Data structures and algorithms, some AI/ML stuff, another language, articulation skills.
How I learn best	When I am genuinely interested in a topic and have a detailed plan on how to approach my learning.
Things I struggle with	Perfectionism and withholding work just to make it perfect.
Things I love	• Taylor Swift

Things I love	<ul style="list-style-type: none"> • Taylor Swift. • Listening to new music. • Learning a language. • That feeling when I solve a problem after thinking hard for a while. • Being able to articulately express my ideas. • Fantasizing about literally anything and seeing my life as a grand movie.
If I were an animated gif/meme/animal/song, I would be...	
My favorite saying(s)	<p>"Never be ashamed of trying. Effortlessness is a myth." - Taylor Swift</p> <p>"The worst kind of person is someone who makes someone feel bad, dumb, or stupid for being excited about something." - Taylor Swift</p>
Other things I want you to know about me	<p>I am a Swiftie if you cannot tell by now. I would like to try archery so if you have any experience please contact me :)</p>

Skills and knowledge

What do you bring to the table? Show that you are an invaluable asset to the team!

Technical skills/knowledge	<ul style="list-style-type: none"> • Programming languages: Ruby, Python, C#, Java. • Back-end development: PHP and MySQL. • Have prior experience with database management. • Mastering in using collaborative tools for coding (Live Share) and information tracking applications (Onenote, notepad,...).
Soft skills/knowledge	<ul style="list-style-type: none"> • Attentive and punctual. • Good typing and listening skills. • Have a good memory. • Open-minded and willing to assist other member.

Teamwork preferences

What is your ideal team?

Environments I like to work in	<ul style="list-style-type: none"> • Supportive and motivative enviroment • Helpful and responsive team members • All the member should be on time
Preferred working hours	<ul style="list-style-type: none"> • 8PM- 12AM everyday • 9AM - 12PM everyday (except Friday and Saturday)
Communication preferences	Messenger > Zalo > Instagram
Preferred ways to receive feedback	Direct message via Messenger or in the team meeting

Personal questions

Things I need	My computer, notes and maybe some helps from my teammates.
How I learn best	I will learn best when knowing what i have to do and be a part of a collaborative team.
Things I struggle with	Database is not my expertise so i feel a little bit uncomfortable when working with it. However, i will try my best to handle this topic in this semester.
Things I love	<p>There are some of my favorites:</p> <ul style="list-style-type: none"> • Listening to music (I listen to popular songs only so don't force me to listen the whole album 😄) • Playing mobile games • Gym

	<ul style="list-style-type: none"> • Travelling
If I were an animated gif/meme/animal/song, I would be...	 <p>i wish i was a cat, no school, no works, just meow meow</p> <p>I am lazy</p>
My favorite saying	"Nothing is impossible"
Other things I want you to know about me	If you want to see me more often you should apply Swinburne Green and Blue.

Skills and knowledge

What do you bring to the table? Show that you are an invaluable asset to the team!

Technical skills/knowledge	Profesional in Python language Phenomenal skills in HTML and CSS as well as Javascript web coding Can use fluently AWS Cloud Computing System without any issues
Soft skills/knowledge	Great at Teamwork Excellent in Communication World class Problem Solving techniques

Teamwork preferences

Environments I like to work in	<ul style="list-style-type: none"> Helpful and friendly group Hardworking and respectful teammates Every member try their best
Preferred working hours	<ul style="list-style-type: none"> 8AM- 12PM weekday 1PM - 5PM weekday
Communication preferences	Messenger
Preferred ways to receive feedback	Via messenger or google meet

Personal questions

Things I need	An simple but effective solutions for every challanges in this unit
How I learn best	Doing or learning in a logical way
Things I struggle with	Doing writting tasks which i'm not that good
Things I love	Sleeping
If I were an animated gif/meme/animal/song, I would be...	Tien Quan Ca
My favorite saying	"Im too sleepy"
Other things I want you to know about me	I love to learn Japanese

Skills and knowledge

What do you bring to the table? Show that you are an invaluable asset to the team!

Technical skills/knowledge	Programming languages: JavaScript, C#, Ruby. Front-end web development Knowledge about OOP and design patterns.
Soft skills/knowledge	Good English proficiency. Good listening, reading, and writing skills. Good communication skills.

Teamwork preferences

Environments I like to work in	<ul style="list-style-type: none"> Supportive and motivative environment Helpful and responsive team members All the member should be on time
Preferred working hours	<ul style="list-style-type: none"> Daytime (9 A.M. to 5 P.M.) and night time (8 P.M. to 10 P.M.) everyday.
Communication preferences	Messenger & Zalo & Google Meet
Preferred ways to receive feedback	Direct message via Messenger or in the team meeting

Personal questions

Things I need	Resources: Ensure access to the necessary resources, including hardware, software, tools, and any additional materials required for my project.
How I learn best	I will learn best when having reason for what I am going to do or when I am genuinely interested in a topic.
Things I struggle with	I'm not particularly skilled in data structures, so I do experience some unease when dealing with them. Nevertheless, I'm committed to making an earnest effort to grasp this subject during the current semester.
Things I love	<p>There are some of my favorites:</p> <ul style="list-style-type: none"> Listening to music Coding Gym Travelling

If I were an animated gif/meme/animal/song,
I would be...



when you are naturally funny because your life is a joke.

My favorite saying

"Talk is cheap!" Just do it.

Other things I want you to know about me

Nothing br.

🛠 Skills and knowledge

What do you bring to the table? Show that you are an invaluable asset to the team!

Technical skills/knowledge	As a database designer, I can create and optimize database structures, data security, and query performance. Also, I can contribute proficiency in HTML, CSS, JavaScript, and UI/UX design, ensuring an appealing, responsive, and user-friendly web interface as a frontend designer.
Soft skills/knowledge	In order to accomplish my role, I possess strong communication and collaboration skills to work effectively within cross-functional teams. Effective problem-solving and creativity are also crucial soft skills to tackle complex design challenges and deliver user-centered solutions.

Teamwork preferences

Environments I like to work in	<ol style="list-style-type: none"> 1. Foster and motivate continuous learning. 2. Embrace diversity and individual differences. 3. Create a comfortable space for you to express your true self. 4. Promote open discussions and the exchange of ideas, not limited to work but also encompassing various topics.
Preferred working hours	Available from 8 A.M to 5 P.M daytime and 9 P.M to 11 P.M night time
Communication preferences	Contact through Messenger or Zalo.
Preferred ways to receive feedback	Through chatbox or meetings.

Personal questions

We're going to work together for 12 weeks straight. To make things more fun, it will be great if we know a little more about each other.

Things I need	My phone, my laptop, a pen, a notebook, and headphone in case I need some music to stay focused.
How I learn best	When I have enough energy to focus on the work and have resources related.
Things I struggle with	Resource limitations is the struggle I may face with. This constraint can impact the ability to implement specific design elements effectively, requiring

	creative solutions or alternative approaches to address project requirements within these limitations.
Things I love	<ul style="list-style-type: none"> • Reading to motivation quotes. • Watching an insightful movie. • Reading self-help books. • Hitting the GYM. • Having deep conversation with family and friends.
If I were an animated gif/meme/animal/song, I would be...	 <p>The Gif says it all</p>
My favorite saying(s)	<p>"Glory is fleeting, but obscurity is forever." - Napoleon Bonaparte</p> <p>"Give me six hours to chop down a tree and I will spend the first four sharpening the ax." - Abraham Lincoln</p>
Other things I want you to know about me	Please contact if you want to know more about me.

Meeting notes

Create meeting note

Incomplete tasks from meetings

Task report

Looking good, no incomplete tasks.

Decisions from meetings

Page Title	Decisions
2023-09-07 Meeting notes	<ul style="list-style-type: none">✓ The team will hold a team-building event next month to improve cohesion.✓ The revised team agreement is accepted and will be followed by all team members.✓ Confluence will be adopted as the team's collaboration tool.✓ Regular check-in meetings will be scheduled to address team issues.
2023-09-14 Meeting notes	<ul style="list-style-type: none">✓ The project plan will be completed based on the discussion and shared with the team.✓ Roles and responsibilities have been assigned to team members to ensure clarity.✓ A risk assessment matrix has been developed to manage potential project risks.✓ Jira will be used as the project management tool, and the setup process will commence.
2023-09-21 Meeting notes	<ul style="list-style-type: none">✓ The team will utilize Flowchart Maker & Online Diagram Software for creating ER diagrams.✓ The ER diagram design for the business' database will commence with Tung as the lead.✓ Backlog items from the first 2 weeks have been reviewed and prioritized for completion.
2023-09-28 Meeting notes	<ul style="list-style-type: none">✓ The ER diagram draft will be completed by the end of the week.✓ Persona and Empathy maps will be finalized and their insights shared.✓ User stories will be written for various features, and the Product Requirements page will be completed.✓ Confluence pages will be finalized and prepared for submission in the Project Proposal.

All meeting notes

Title	Creator	Modified
2023-09-28 Meeting notes	Tung Ta Quang	18 minutes ago
2023-09-21 Meeting notes	Tung Ta Quang	18 minutes ago
2023-09-14 Meeting notes	Hải Anh Trần Hoàng	18 minutes ago
2023-09-07 Meeting notes	Tung Ta Quang	18 minutes ago

2023-09-07 Meeting notes

Date

Sep 7, 2023

Participants

- @Tung Ta Quang
- @Hải Anh Trần Hoàng
- @Nguyen Quang Huy (Swinburne HN)
- @SY TUAN PHAN
- @Nguyen Tran Quang Minh (Swinburne HN)

Goals

- Identify team building strategies.
- Establish a team agreement.
- Discuss the use of Confluence.
- Address any team-related details or issues.

Discussion topics

Time	Item	Presenter	Notes
3:00PM	Team Building	Tung	<ul style="list-style-type: none">• Discussed team bonding activities.• Brainstormed ways to improve team cohesion.
3:30PM	Team Agreement	Tung	<ul style="list-style-type: none">• Reviewed and revised team norms and expectations.• Discussed consequences for not meeting team norms.• Everyone agreed to the updated team agreement.
4:00PM	Confluence	Dr. Dai	<ul style="list-style-type: none">• Introduced Confluence as a collaboration tool.• Demonstrated its features and benefits.

Action items

- Organize and plan the team-building event for next month.
- Circulate the revised team agreement for everyone's acknowledgment.
- Set up Confluence accounts and provide training materials.
- Schedule regular check-in meetings to address team issues.

Decisions

 The team will hold a team-building event next month to improve cohesion.

The revised team agreement is accepted and will be followed by all team members.

 The revised team agreement is accepted and will be followed by all team members.

 Confluence will be adopted as the team's collaboration tool.

 Regular check-in meetings will be scheduled to address team issues.

2023-09-14 Meeting notes

Date

Sep 14, 2023

Participants

- [@Hải Anh Trần Hoàng](#)
- [@Tung Ta Quang](#)
- [@Nguyen Tran Quang Minh \(Swinburne HN\)](#)
- [@SY TUAN PHAN](#)
- [@Nguyen Quang Huy \(Swinburne HN\)](#)

Goals

- Discuss the project brief and finish the project plan
- Allocate roles and responsibilities to team members
- Develop the risk assessment matrix
- Set up Jira

Discussion topics

Time	Item	Presenter	Notes
3:00PM	Project Brief and Project Plan	Tung	<ul style="list-style-type: none">Reviewed the project brief.Discussed key project milestones and deadlines.Brainstormed ideas to complete the project plan.
3:15PM	Allocation of Roles and Responsibilities	Hai Anh	<ul style="list-style-type: none">Discussed the skillsets of team members.Assigned specific roles and responsibilities.Emphasized the importance of clear expectations.
3:30PM	Risk Assessment Matrix	Tuan, Minh	<ul style="list-style-type: none">Discussed potential project risks.Identified risk mitigation strategies.Developed a risk assessment matrix.
4:00PM	Setting up Jira	Tung	<ul style="list-style-type: none">Introduced Jira as a project management tool.Discussed the benefits of using Jira.Outlined steps to set up Jira for the project.

Action items

- Finalize the project plan and share it with the team.
- Distribute a document outlining each team member's roles and responsibilities.
- Create and share the risk assessment matrix with the team.
- Initiate the process of setting up Jira for the project.

Decisions

- ☒ The project plan will be completed based on the discussion and shared with the team.
- ☒ Roles and responsibilities have been assigned to team members to ensure clarity.
- ☒ A risk assessment matrix has been developed to manage potential project risks.
- ☒ Jira will be used as the project management tool, and the setup process will commence.

2023-09-21 Meeting notes

Date

Sep 21, 2023

Participants

- @Tung Ta Quang
- @Nguyen Quang Huy (Swinburne HN)
- @Nguyen Tran Quang Minh (Swinburne HN)
- @Hải Anh Trần Hoàng
- @SY TUAN PHAN

Goals

- Learn how to draw ER diagrams with draw.io.
- Design the ER diagram for the business' database.
- Complete any backlog from the first 2 weeks.

Discussion topics

Time	Item	Presenter	Notes
2:30PM	Learning Flowchart Maker & Online Diagram Software for ER Diagrams	Tung	<ul style="list-style-type: none">• Introduced Flowchart Maker & Online Diagram Software as a tool for ER diagram creation.• Discussed key features and functionalities of Flowchart Maker & Online Diagram Software.• Shared resources for learning Flowchart Maker & Online Diagram Software efficiently.
3:00PM	ER Diagram Design	Tung, Huy	<ul style="list-style-type: none">• Presented the requirements for the business' database.• Discussed the structure and entities for the ER diagram.• Brainstormed ideas and design concepts for the ER diagram.
3:30PM	Backlog Review and Prioritization	Huy, Hai Anh	<ul style="list-style-type: none">• Reviewed the backlog from the first 2 weeks of the project.• Identified incomplete tasks and their current status.• Prioritized backlog items based on project needs.

Action items

- Lead a session on learning [Flowchart Maker & Online Diagram Software](#) for ER diagrams and share relevant resources.
- Start the design process of the ER diagram for the business' database and keep the team updated.
- Prioritize and assign backlog items from the first 2 weeks, ensuring they are completed.

Decisions

- 👉 The team will utilize [Flowchart Maker & Online Diagram Software](#) for creating ER diagrams.
- 👉 The ER diagram design for the business' database will commence with Tung as the lead.
- 👉 Backlog items from the first 2 weeks have been reviewed and prioritized for completion.

2023-09-28 Meeting notes

Date

Sep 28, 2023

Participants

- [@Tung Ta Quang](#)
- [@Nguyen Quang Huy \(Swinburne HN\)](#)
- [@Nguyen Tran Quang Minh \(Swinburne HN\)](#)
- [@Hải Anh Trần Hoàng](#)
- [@SY TUAN PHAN](#)

Goals

- Finish the first draft of the ER diagram.
- Complete the Persona and Empathy maps.
- Write user stories and complete the Product Requirements page.
- Finalize Confluence pages to prepare for the Project Proposal submission.

Discussion topics

Time	Item	Presenter	Notes
2:00PM	ER Diagram Draft	Hai Anh	<ul style="list-style-type: none">• Discussed progress on the ER diagram design.• Addressed any challenges and sought input from the team.• Agreed to aim for completion by the end of the day.
3:00PM	Persona and Empathy Maps	Minh, Huy	<ul style="list-style-type: none">• Reviewed the purpose of creating Persona and Empathy maps.• Shared progress on creating these visual representations.• Discussed any insights gained from the mapping exercise.
4:00PM	User Stories and Product Requirements Page	Tuan, Huy	<ul style="list-style-type: none">• Defined the structure and format for user stories.• Assigned team members to write user stories for different features.• Discussed the content and sections of the Product Requirements page.
4:30PM	Finalizing Confluence Pages for Proposal	Tung	<ul style="list-style-type: none">• Reviewed the content of Confluence pages for the proposal.• Checked for consistency, completeness, and formatting.• Addressed any missing information.

Action items

- Complete the first draft of the ER diagram by the end of the day.
- Finalize Persona and Empathy maps and share insights with the team.
- Oversee the writing of user stories and complete the Product Requirements page.
- Make necessary revisions and finalize Confluence pages for the Project Proposal submission.

Decisions

-  The ER diagram draft will be completed by the end of the week.
-  Persona and Empathy maps will be finalized and their insights shared.
-  User stories will be written for various features, and the Product Requirements page will be completed.
-  Confluence pages will be finalized and prepared for submission in the Project Proposal.