|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | Roomy System | | | |
| Subject | First meeting with mentor | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 20/08/2018 | 15h00 PM | | 15h45 PM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents | Proposal document | | | |
| Content | | | | |
| * Introducing members and mentor * Guidelines for writing proposal | | | | |
| Result Items | | | | |
| * Required documents: ◦ Project Proposal ◦ Project Plan ◦ Architecture Document (High-Level Design) ◦ Low-level Design ◦ Test Plan ◦ Test Cases | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Review proposal and write feedback | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 24/08/2018 | 09h00 AM | | 10h15 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents | Proposal document | | | |
| Content | | | | |
| * Review project definition, user needs, prior art, identify function, survey feedback | | | | |
| Result Items | | | | |
| * Project definition: done * User needs: done * Identify function: on going * Prior art: edit something * Survey feedback: edit something * Plan to implement the next part of the proposal | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Review proposal | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 31/08/2018 | 02h00 PM | | 03h15 PM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat | | **Mentor Signature** | |
| Related documents | Proposal document | | | |
| Content | | | | |
| * Review proposal | | | | |
| Result Items | | | | |
| * Check the edited sections * Complete the proposal | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Complete proposal | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 06/09/2018 | 09h00 AM | | 09h30 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents | Proposal document | | | |
| Content | | | | |
| * Complete proposal * Review feedback | | | | |
| Result Items | | | | |
| * Proposal version 1.1 * Edit feedback | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Plan the implementation of sprint 1 | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 08/09/2018 | 09h00 AM | | 10h00 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents | Proposal document | | | |
| Content | | | | |
| * Plan the implementation of sprint 1 * Preparing Project Plan for Sprint 1 * Preparing Product Backlog for Sprint 1 * Preparing Test Plan for Sprint 1 | | | | |
| Result Items | | | | |
| * Booking schedule to work for sprint 1 * Assignment task about each document to member for sprint 1 | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Review sprint progress 1 | | | |
| Location | Library at 03 Quan Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 21/09/2018 | 9h15 AM | | 9h45 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Review sprint progress 1 * Prepare report proposal | | | | |
| Result Items | | | | |
| * User story * Product backlog | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Review sprint 1 | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 28/09/2018 | 09h15 AM | | 09h45 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Review sprint 1 | | | | |
| Result Items | | | | |
| * User story * Product backlog | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy system*** | | | |
| Subject | Review Sprint 1, Repair for sprint 2 | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 03/10/2018 | 09h15 AM | | 10h30 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Review sprint 1 * Prepare for sprint 2 * Choose time for meeting | | | | |
| Result Items | | | | |
| * Schedule for meeting with mentor * WBS | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Continue complementation sprint 2 | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 7/10/2018 | 09h15 AM | | 10h00 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Review progress for Sprint 2 * Show the problem of Sprint 2 * Demo some interface | | | | |
| Result Items | | | | |
| * Got answers from mentor about problem of Sprint 2 * Demo successfully * Assign more task to member | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Dating Tonight*** | | | |
| Subject | Review progress sprint 2 | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 12/10/2018 | 09h00 AM | | 10h00 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents | Database Design sprint 1 | | | |
| Content | | | | |
| * Review document * Update database design for sprint 2 | | | | |
| Result Items | | | | |
| * Database design document | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Review Progress sprint 2 | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 28/10/2018 | 09h00 AM | | 10h00 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Review Document * Show some interface demo | | | | |
| Result Items | | | | |
| * Got some comment from mentor to improve the way team work * Assign task for team member | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Review sprint 2 and Repair for sprint 3 | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 31/10/2018 | 09h00 AM | | 11h00 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Review and complete sprint 2 * Repair document for sprint 3 * Get comment from mentor | | | | |
| Result Items | | | | |
| * Plan Document for sprint 3 * Database design for sprint 3 * Got some comment from mentor to improve the way team work * Assign task for team member | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Show product demo of Sprint 1 and sprint 2 | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 6/11/2018 | 09h00 AM | | 10h00 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Show some function of product | | | | |
| Result Items | | | | |
| * Got some comment from mentor to improve the way team work * Assign task for team member | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Review progress sprint 3 | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 12/11/2018 | 02h00 AM | | 2h30 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Review database design for sprint 3 * Architecture Document | | | | |
| Result Items | | | | |
| * Database Document for sprint 3 * Architecture document * Got some comment from mentor to improve the way team work * Assign task for team member | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Review sprint 3 ,show demo | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 22/11/2018 | 09h00 AM | | 10h00 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Show product demo * Review Architecture document * Get comment from mentor | | | | |
| Result Items | | | | |
| * Architecture Document * Got some comment from mentor to improve the way team work * Assign task for team member | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Review document | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 1/12/2018 | 09h00 AM | | 10h00 AM |
| Attendees | * Le Hoang Quoc * Huynh Thi Thanh Van | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Show product demo * Review Architecture document * Get comment from mentor | | | | |
| Result Items | | | | |
| * Architecture Document * Got some comment from mentor to improve the way team work * Assign task for team member | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Information | | | | |
| Product | ***Roomy System*** | | | |
| Subject | Review all document and show demo | | | |
| Location | Library at 03 Quang Trung | | | |
| Date and Time | *Date* | *Start Time* | | *End Time* |
|  | 5/12/2018 | 14h00 AM | | 15h30 AM |
| Attendees | * Le Hoang Quoc * Huynh Quoc Nhat * Huynh Thi Thanh Van * Huynh Vu Ha Lan * Ho Trung Anh | | **Mentor Signature** | |
| Related documents |  | | | |
| Content | | | | |
| * Show product demo * Review document | | | | |
| Result Items | | | | |
| * Complete all document | | | | |