

Sample 30-minute Meeting Agenda

You can adjust the agenda accordingly.

Time	Activity	Notes
0-5 min	Get to know each other & set expectations	<ul style="list-style-type: none">• Introduce your team to the advisor.• Tell the advisor what your expectations are for the mentoring session.
5-10 min	Share context and goals	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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
altogether with the calendar invitation)

Team ID : CH2-PR622

Project Name: MyNey

Project Themes: Financial

Project Team Members:

- (CC) C319BSY3099 – Muhammad Farhan Ar Razi – Universitas Sumatera Utara - [Active]
- (CC) C152BSY3470 – Rizky Fauzi – Sekolah Tinggi Teknologi Bandung - [Active]
- (CC) C283BSY3734 – Naufal Musyafadani – Universitas Negeri Semarang - [Active]
- (CC) C228BSX4296 – Susi Dwi Nur Putri – Universitas Jenderal Achmad Yani Yogyakarta - [Active]

Project Advisors:

- Azka Muhammad Radinka Purba – Machine Learning/Data/AI
- Zaki Arrozi Arsyad – Project Management

Documents:

- https://docs.google.com/document/d/1ajWrdcUqK_3xfSFSLJjSqP3SNmTj0MpiI9gHgB1K1k8/edit
- <https://www.figma.com/file/RS9CtKNXBAzXk8nlFoETlr/Capstone?type=design&node-id=0%3A1&mode=design&t=AlwGaWSNpoPmfCUx-1>
- <https://github.com/rizkybossman/money-moneytracker>

Timeline:

Week	Task	Responsibility	Deliverable
0	Making project plan	All team members	Project plan document
1	Selecting Cloud Architecture	All team members	System Architecture Design

1	GCP Billing Estimation	All team members	Billing plan
2-3	Designing UI/UX and Testing	All team members	A well-designed website
3-4	Backend Development and Testing	All team members	Backend system
5	Deploy and Monitoring App	All team members	Ready-to-use application
5	Reporting	All team members	All document project

Other notes

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1:1 Mentoring Session with Azka Muhammad Radinka Purba

*please copy this for each mentoring session

- Date:
- Participants:
 - Muhammad Farhan Ar Razi – (C319BSY3099)
 - Rizky Fauzi – (C152BSY3470)
 - Naufal Musyafadani – (C283BSY3734)
 - Susi Dwi Nur Putri – (C228BSX4296)
- Advisor: Azka Muhammad Radinka Purba
- Advisor expertise: Machine Learning/Data/AI
- Resources: <https://github.com/rizkybossman/money-moneytracker>

Short introductions and expectation setting [15 min]

- Explaining the recent app design and usage flow

Team Challenges & Questions

- What feature should be implemented in the app ?
- Does the app flow already correct ?
- Is 8 data too much to ask for everytime the user input data ?
- Is this color palette mix well with the application ?
- Is mysql the correct choice for this application data storage ?
- How to implement security for the data ?

Action Item & Next Steps

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