

## Sample 30-minute Meeting Agenda

You can adjust the agenda accordingly.

Time	Activity	Notes
0-5 min	<b>Get to know each other &amp; set expectations</b>	<ul style="list-style-type: none"><li>• Introduce your team to the advisor.</li><li>• Tell the advisor what your expectations are for the mentoring session.</li></ul>
5-10 min	<b>Share context and goals</b>	<ul style="list-style-type: none"><li>• Tell the advisor what is the challenge that you want to try to solve.</li><li>• Tell the advisor What have done so far and what were the results.</li><li>• Tell the advisor what your specific goals/objectives.</li></ul>
10-20 min	<b>Mentoring and advice</b>	<ul style="list-style-type: none"><li>• Focus on the advice that your advisor gives for your problem.</li><li>• Ask your advisor if you feel confused about the advice</li></ul>
20-25 min	<b>Make an action plan</b>	<ul style="list-style-type: none"><li>• Share the steps that you will take next, to address your goals.</li><li>• Propose a follow-up meeting/email to give an update regarding your project.</li></ul>
25-30 min	<b>Wrap-up</b>	<ul style="list-style-type: none"><li>• Make sure your team is clear on the next steps (if any)</li></ul>

## 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://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 Zaki Arrozi Arsyad

\*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: Zaki Arrozi Arsyad
- Advisor expertise: Project Management
- 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

- Is our application goals meets the requirement for capstone ?
- How to improve the effectiveness from every team member for this project ?
- How to effectively manage this project in the remaining time ?
- What points must be paid attention to when monitoring and deploying ?

Action Item & Next Steps

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