📝 Meeting to discuss about feedback from Project Proposal presentation with Supervisor - 5 Nov 2022

Meeting information

Meeting time	2:00 pm - 2:47 pm (IST)
Meeting date	5 Nov 2022
Meeting topic / objectives	Discuss about the feedback received from the coordinators during the Project Proposal presentation and plan for the next phase
Method	Online meeting - Google Meets

Members and roles

ID	Member	Role
1	Dr. Nhan Le Thi	Supervisor
2	Tan Le Tran Ba	Interviewer
3	Nhan Nguyen Cao	Secretary
4	Chuong Pham Dinh	Support Interviewer
5	Trang Ho Ngoc Thao	Support Interviewer, Support Secretary

Meeting actions

Action / Discussion	Person responsible	Note (if available)
Greetings	1, 2	

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan asked for information about the first feedback: Stakeholders interview	1	
Team added information about the step	2	Dr. Nhan suggested that this step is important. Recommended the team to follow interviewing in the way that can point out the difficulties the doctors met everyday and how the application can help to solve those
Dr. Nhan suggested the team to try some methods for interviewing in the previous courses to apply	1	
Team provided information that the team already contacted 2 acupuncturists and invited for meeting to receive information	2	Dr. Nhan mentioned that this is a very good step since the team does not have to find the connection from beginning. However, in case of difficult contact (observing the treatments in real offices), team can also consider other methods
Dr. Nhan asked about the second feedback from coordinators: scope and permission of usage	1	Team mentioned Dr. Vu wants to clear about whether the system is built for public usage or private usage
Team provided information about the scope of the project	3, 5	Team planned that the system is basically publicly deployed, so everyone can use. However, users can register for an account and have a valid workspace on the system, able to share their treatments to other doctors.

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan provided thinking about the decisions made by the team	1	This question should be clearly defined in the later design phase, whether the scope of the architecture for the final system is matched with multiple-user mode or single-user mode. Team should research and make decision later. Dr. Nhan suggested that team should not extend the scope of the project too much ⇒ May not have enough time to complete
Dr. Nhan asked about follow-up question with third feedback about research: whether the client provided specified data?	1	Team answered that no data was provided by the client
Dr. Nhan and team discussed and agreed that it would take also an amount of time spent on collecting data	1, 2, 3, 4, 5	Dr. Nhan suggested that the team can consider collecting data from the acupuncturists in contact and from the Internet
Dr. Nhan and team made quick decision about the feedback 4 of MSc. Petteri	1, 2, 3, 4, 5	No additional usages and features would be added, since the project is defined based on the evaluation of time and effort possible for the team
Team provided plan for meeting with the acupuncturists	2	Team will try to defined the target users and functionalities for the system. Besides, team will try to involve the doctors into the project, until the final testing phase near the end of the project
Sum up about what to do next	1	Dr. Nhan suggested defining in detailed about what to ask the acupuncturists. Besides, team should made and send her the detailed plan for implementing the next two phases: Research phase and Stakeholders requirements collecting phase

Action / Discussion	Person responsible	Note (if available)
Team raised question about what to do in case of heavy conflicts between the defined plan and the new requirements suggested by the doctors	4	Dr. Nhan suggested that in case of heavy conflicts, team should try to modify the requirements to minimize the problems
Conclusion and Goodbye	1, 2, 3, 4, 5	

Attendance report

Member	Joined	Leaved	In-meeting duration
1	2:00:04 PM	2:47:24 PM	47m 20s
2	2:00:01 PM	2:47:34 PM	47m 33s
3	2:02:25 PM	2:47:58 PM	45m 33s
4	2:01:17 PM	2:47:39 PM	46m 22s
5	2:02:14 PM	2:47:53 PM	45m 39s