



Emergency meeting with the Supervisor to discuss about the approach changing - 28 Oct 2022

Meeting information

Meeting time	2:00 pm - 2:59 pm (IST)
Meeting date	28 Oct 2022
Meeting topic / objectives	Discuss about the urgent change in the approach of the project and decide the next step to move
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	Support Interviewer, Support Secretary
4	Chuong Pham Dinh	Secretary
5	Trang Ho Ngoc Thao	Support Interviewer

Meeting actions

Action / Discussion	Person responsible	Note (if available)
Greetings	1, 5	
Dr. Nhan asked the team about the plan for the first system	1	

Action / Discussion	Person responsible	Note (if available)
Team introduced about the planned functional requirements and approaches for the final system	3	
Team discussed about the urgent change in project's approach by the client	2, 3	
Dr. Nhan analyzed the approach suggested by the client	1	Literature review should be based on experience (not within the team members). Besides, the scope of the project following that approach only matched with team of 1 member for 3-4 months. R&D project lasts for 8 months, with 4 team members ⇒ an excession of time, human factors
Dr. Nhan analyzed the requirements of R&D project	1	R&D project's outcome should have a product, and should be matched with the software development life cycle ⇒ Dr. Liu requirement is not appropriate
Team asked about the steps to take in different situations for changing the approach of the project	2, 4	Dr. Nhan suggested that the team should try to persuade Dr. Liu to change the project's approach back to building the 3D system, mentioning the outcome requirements of the paper
Team added information to be used in persuading the client	5	The name of the project is management system, and it should be related to the storage of information. Besides, the "3D" part in the name title should be related to the rendering of 3D model to the site

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan and team discussed about different situations for the changing in requirements	1, 2, 3, 4, 5	In case Dr. Liu accepts the change to normal system building, just move on with the defined plan In case Dr. Liu rejects the request, team should try in ability to persuade. If failed, can try to find out the reason why (eliminating "3D" to reduce the complexity and increase feasibility, for example?). Dr. Nhan does not recommend changing client and especially changing project
Dr. Nhan gave feedback about the draft version of the project	1	The draft was very detailed. However, Dr. Nhan suggested adding an additional part for mentioning about what the team have researched so far for the technology used to build the final system
Dr. Nhan added information about the feedback to project proposal	1	The team should add commitment to web development to increase the persuasiveness for the team to build the final product as a web system
Team asked about what to follow if Dr. Liu would not approve before the project proposal presentation	3	Dr. Nhan suggested that team should proceed and present on the defined plan in that situation
Dr. Nhan gave contact information (Facebook) and team members tried to connect	1, 2	
Dr. Nhan wished good luck to the team for the Project Proposal presentation	1	
Conclusion and Goodbye	1, 2, 3, 4, 5	

Attendance report

Member	Joined	Leaved	In-meeting duration
1	2:00:15 PM	2:59:16 PM	59m 1s
2	2:03:18 PM	3:00:05 PM	56m 47s
3	2:01:15 PM	3:00:48 PM	59m 33s
4	2:00:27 PM	3:00:29 PM	1h 0m 2s
5	2:00:59 PM	3:00:47 PM	59m 48s