



Meeting to discuss about poster and Defense Presentation - 13 May 2023

Meeting information

Meeting time	1:58 pm - 3:22 pm (IST)
Meeting date	13 May 2023
Meeting topic / objectives	Showcase and get feedback for the Poster. Define the plan for Rehearsal and prepare for Final submission of the Defense Ceremony
Method	Online meeting - Google Meets

Members and roles

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

Meeting actions

Action / Discussion	Person responsible	Note (if available)
Greetings	1, 2, 3, 4, 5	
Dr. Nhan asked team to show the first version of poster for the Final Presentation	1, 3	

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan gave feedback on the name of the poster	1, 2	According to Dr. Nhan, the name of the project should wrap full row length of the poster. Dr. Nhan suggest saving up some space by putting the logo only and not the text The project name should be emphasized instead of the product name
Dr. Nhan gave feedback about the References section	1, 2, 3	Dr. Nhan suggested that the reference is covering too much space and asked whether it is compulsory. Team stated that want to acknowledge the resources used to collect the domain knowledge data. Dr. Nhan accepted but suggest adding only the bullet points instead of putting the picture
Dr. Nhan recounted different sections required for the poster	1	- Introduction + Objectives - Methodology + Timeline + Architecture Diagram - Conclusion
Dr. Nhan gave information about expectation for Objectives	1, 2	Dr. Nhan suggested it should be bullet points, with some basic objectives: - Learn / Study about what? - Design / Develop - Implement the product (can compare to other in the markets and give evaluation)
Dr. Nhan gave feedback about the method	1, 3	Dr. Nhan agreed the Timeline was good, but the text should be a little bit larger Besides, it should show the using methodology is Scrum
Dr. Nhan gave feedback about the Architecture	1, 3	Dr. Nhan accepted and think the Architecture is good, clear to understand and have all the requirements

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan gave feedback about the list of features	1, 2	Dr. Nhan suggested the listed features are good, but the layout should be modified a little bit, remove unused image and rearrange the existing ones.
Dr. Nhan gave feedback about the flow	1	Dr. Nhan suggested the poster should have a complete flow for observing, starting with Introduction, going through the Body of Methodology, and end up with a Conclusion. She suggested the Achievements + Difficulties should be resized to be smaller.
Dr. Nhan gave feedback about the User feedback	1, 2	She suggested the User feedback should be put into Conclusion. Besides, instead of showing the content in text, graphs and charts should be used instead. If not necessary, team can consider just remove it
Dr. Nhan gave feedback about the use of images	1, 2	She suggested that the poster should be compatible, using either only the icons or only images. Instead of using some images on the Internet, team should use icons
Team mentioned and asked whether the poster would be evaluated	1, 3	Dr. Nhan told she remembered it was marked in the previous year. But she would check it again
Team asked for feedback from Dr. Nhan about the layout of the presentation slide	1, 2, 3	Dr. Nhan suggested putting the part for collecting feedback before the design part. For the What learned part, team should state some weak points from the project and what to proceed. Team should be cautioned about exceeding the time required for the presentation.

Action / Discussion	Person responsible	Note (if available)
Conclusion and Good bye	1, 2, 3, 4, 5	

Attendance report

Member	Joined	Leaved	In-meeting duration
1	1:58 pm	3:22 pm	1h 24m
2	2:01 pm	3:21 pm	1h 20m
3	2:01 pm	3:21 pm	1h 20m
4	2:01 pm	3:21 pm	1h 20m
5	2:01 pm	3:21 pm	1h 20m