



Meeting to discuss about feedback from Informal Q&R Review and plan for Tet holiday with Supervisor - 13 Jan 2023

Meeting information

Meeting time	2:08 pm - 4:03 pm (IST)
Meeting date	13 Jan 2023
Meeting topic / objectives	Summary the result from Informal QR Review presentation and define plan for Development phase, until the Midterm Review
Method	Offline meeting - Room I82 - HCMUS, HCMC, Vietnam

Members and roles

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

Meeting actions

Action / Discussion	Person responsible	Note (if available)
Greetings	1, 2, 3, 4, 5	

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan asked about the feedback team received from the Informal Q&R Review	1, 4	Team responded that team received only one question from Dr. Vu and none from Mr. Petteri 1. Would the scope of the project be limited to target only the 5 medical university students?
Dr. Nhan gave feedback about team's modifications on the new prototype	1	Dr. Nhan suggested that the flows should be defined clearer. Besides, teams should ensure that the design pattern is following the preferences of the students.
Team discussed about current difficulties team is facing in terms of the Client	1, 3	Team is having difficulty contacting with Dr. William Liu (all emails and messages receive no responses) ⇒ Dr. Nhan suggested working directly with the target users (main focus) and should not wait for confirmation from Dr. Liu to proceed
Team mentioned the proposed solution from the Academic Affairs: CC the report email, then the Academic Affairs would corroborative the contact with client	1, 2, 5	Dr. Nhan accepted the support from Academic Affairs, stated it would be a good solution
Dr. Nhan and team discussed about the schedule during Tet holiday	1, 2, 3, 4, 5	Dr. Nhan suggested in order to catch up with the schedule, team should try to contribute 1 week during Tet holiday for working on R&D project Team discussed and agreed that team members would take days off during Tet holiday interleaved to complete the tasks

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan asked about team's current progress in Development and Design	1, 3, 4	Team mentioned the division into 2 teams: Development (Technical) team: working on setting up the repositories, code bases and is labeling the acupuncture points to the 3-D model Design team: Modifying the Prototype from the feedback received from Dr. Nhan and the students
Dr. Nhan suggested a new approach for collecting feedback from medical students: build Front-end parallelly with the Prototype, to provide an interactive UI and also save up some times	1, 2, 3, 4, 5	Team discussed and request for 3 weeks (also included 1 week for Tet holiday) to complete.
Dr. Nhan suggested team should fast forward the progress and complete the basic interactive UI in 2 weeks to ensure having enough time before the Midterm Review	1, 2, 3	Team discussed and agreed with the request. Team also stated that in case of emergency (not having enough time to complete), team would notify to the supervisor and requested for more time
Team asked about the weekly report during Tet holiday	1, 4, 5	Dr. Nhan check the schedule sent by ITEC and told team that all weeks during Tet can be concatenated into 1 weekly report. However, team can ask if there are emergency cases whenever possible during the holiday

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan discussed about plans for after Tet holiday	1, 3	Team decided to complete the first version of interactive UI in the first week after Tet holiday Then team would focus on collecting feedback and improving the UI. Parallely, the Back-end side would be built. Latest at the Midterm Report, the first interactive UI version of the project needs to be completed.
Team gave wishes to Dr. Nhan before Tet holiday and said goodbye	1, 2	

Attendance report

Member	Joined	Leaved	In-meeting duration
1	2:00 PM	4:05 PM	2h 05m
2	2:04 PM	4:03 PM	1h 59m
3	2:05 PM	4:03 PM	1h 58m
4	2:08 PM	4:03 PM	1h 55m
5	2:05 PM	4:03 PM	1h 58m