



Meeting to discuss about poster and rehearsal for Defense Presentation - 20 May 2023

Meeting information

Meeting time	1:55 pm - 4:06 pm (IST)
Meeting date	20 May 2023
Meeting topic / objectives	Showcase and get feedback for the Modified version of the Poster. Rehearsal on the Presentation Slide and received feedback
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	Support Interviewer
3	Nhan Nguyen Cao	Interviewer
4	Chuong Pham Dinh	Secretary
5	Trang Ho Ngoc Thao	Supporter (absent due to personal family reason)

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 team whether team has been updated about the final version of the Client Feedback Form	1, 2, 4	Dr. Nhan notified about the email sent to the team through team's email of the final Client Feedback Form.
Team checked group email again and observed the email	3	Dr. Nhan suggested team should ask the Academic Affairs again about duplicated answers in the form
Dr. Nhan asked team to show the modified version of the Poster	1, 3	Team showed and introduced updated things on the second version of the poster
Dr. Nhan gave feedback on the logo	1, 2	The logo and the group code should be equal in size, and not too large to reserve attention to the project name
Dr. Nhan gave feedback about the objectives	1, 3	The objectives should have some basic fixes: - SE should be written in full instead of abbreviation - Learning about Acupuncture - Spacing should be a little bit smaller ⇒ cover only 1/2 of the box
Dr. Nhan guided team to write the Introduction	1, 2, 3	Introduction should contain 3 sentences: - Problem: Difficult to learn Acupuncture - Solution: Which method? Which technique? - Result: Website with ..., efficiency? effectiveness? (team should list out specific interactive method)
Dr. Nhan gave feedback about the Achievements and Difficulties	1, 2, 3	- Typo in Achievements, should be changed to with from twith - Difficulties: New to the technology should mention in details which technology

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan gave general feedback about the layout of the poster	1, 3	- The rows should be equal in height - For the blocks in lower row, the Architecture diagram block and the last block should be equal in width - The Introduction and Objectives should cover two blocks, while the Scrum can be removed or stacked above the timeline
Dr. Nhan asked team to rehearsal on the presentation slide	1, 2, 3, 4, 5	Trang joined the team through Google Meets to participate in the rehearsal
Dr. Nhan paused the team to feedback about the first section	1, 2	Dr. Nhan suggested team should only mention team members is enough. It is not good to list all stakeholders, took too much time
Dr. Nhan gave feedback about the flow of the slides	1, 3	Slide 71-73 about the epics should resize the image (cover only 1/2 of the screen) and left space for the bullets, also changed from arrow to bullet
Dr. Nhan gave feedback about the introduction section of the slides	1, 3, 5	Slide 18-20 should choose better image for illustration, and provide more details: - Slide 18 should state that the field is also famous in Vietnam. List out some schools - Slide 19 should show the full image to illustrate how the complex the network is - Slide 20 should show the illustration for traditional learning method
Dr. Nhan suggested equal split the parts of team members	1, 2, 5	Dr. Nhan suggested provide one more part for Trang. Team agreed to give Trang the part of What have learned to the end?

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan suggested the update to difficulties part	1, 5	Dr. Nhan suggested emphasizing 3 main difficulties: 1. Change in approach (from researching and collect acupuncture points combinations to building software products) + Change in target users (from acupuncturists to students) 2. Lost contact and Client withdrawal (should not show evidence to make sure the privacy is maintained) 3. Limited fund (should state clearly no money to bud 3D model and deployment option)
Dr. Nhan suggested the timeline	1, 2	Slide 23-27 should choose one of the two options: - Concatenate all to the slide 22 - Resize the timeline image a little bit smaller and remove the parts of other phase
Dr. Nhan gave feedback on the Design step	1, 3	Team should removed slides 33-37 and concatenate into 1 slide with only bullet points Team should remove slide 39, duplicated from slide 38
Dr. Nhan suggested team to prepare for the question of why our modified Scrum framework would be better match to the project compared to the original one	1, 3	
Dr. Nhan gave feedback on the Project Implementation part	1, 3	Dr. Nhan suggested removing slides about team velocity, not very informative Besides, for the slides of each team member tasks, should distribute the letters or resize them larger to reduce empty space left on the screen

Action / Discussion	Person responsible	Note (if available)
Dr. Nhan accepted the QA&QC part, suggested team should brainstorm on question about the testing, or why still failed test cases unresolved	1, 4	
Dr. Nhan and team discussed on the plan for final submission	1, 2, 3, 4	Team planned to submit Portfolio on the 25th, and reflective report before the deadline of 29th. Dr. Nhan will participate in the Defense Ceremony presentation. In case of further rehearsal or things should be discussed, team would reach Dr. Nhan through online meeting next Saturday.
Good bye and Thank you	1, 2, 3, 4, 5	

Attendance report

Member	Joined	Leaved	In-meeting duration
1	1:55 pm	4:06 pm	2h 11m
2	1:55 pm	4:06 pm	2h 11m
3	1:57 pm	4:06 pm	2h 9m
4	1:55 pm	4:06 pm	2h 11m
5	2:22 pm	2:47 pm	25 min (<i>absent due to family reason</i>)