## 

| **International School**  CAPSTONE PROJECT 1  **CMU-SE-450 / CMU-IS-450 / CMU-CS-450**  TEAM MEETING DOCUMENT  SMART DASHBOARD APPLICATION  Submitted by  Vo Van Hoa  Pham Van Tin  Ky Huu Dong  Tran Thanh Kieu  **Approved by**  **Capstone Project 1 - Mentor:**  Name Signature Date  Binh, Thanh Nguyen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_14 - Dec- 2020    Name Signature Date  Huy, Truong Dinh \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- |

| **PROJECT INFORMATION** | | | |
| --- | --- | --- | --- |
| **Project Acronym** | SDA | | |
| **Project Title** | Smart Dashboard Application | | |
| **Project Web URL** | <https://sda-research.ml/> | | |
| **Start Date** | 12 - Aug - 2020 | | |
| **End Date:** | 15 - Dec - 2020 | | |
| **Lead Institution** | International School, Duy Tan University | | |
| **Project Mentor** | PhD Binh, Nguyen Thanh; MSc Huy, Truong Dinh | | |
| **Scrum Master** | Hoa, Vo | hoavo.dng@gmail.com | 0935.193.182 |
| **Team Members** | Tin, Pham Van | tinphamvan123@gmail.com | 0932.535.175 |
| Dong, Ky Huu | kyhuudong@gmail.com | 0898.246.980 |
| Kieu, Tran Thanh | thanhkieutran391@gmail.com | 0358.583.251 |

| **DOCUMENT INFORMATION** | | | |
| --- | --- | --- | --- |
| **Document Title** | Team Meeting Document | | |
| **Author(s)** | Team C1SE.06 | | |
| **Role** | [SDA] Team Meeting Document | | |
| **Date** | 14 - Dec - 2020 | File name | Team Meeting Document |
| **URL** | <https://github.com/sdateamdtu2020/sda-documents> | | |
| **Access** | Project and CMU Program | | |

12 - Aug - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 12 - Aug - 2020

Meeting Location: Online meeting

Approval: 12 - Aug - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Online meeting: Discord

## MEETING START

* Meeting Schedule start: 15:00
* Meeting Actual start: 15:00
* Meeting note taker: Kieu

## AGENDA

* Discuss about proposal format.
* Discuss about which technologies will be used.
* Choose communication and storing platforms.

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Require proposal | All member | 16 - Aug -2020 |
| Require technology stack | All member | 16 - Aug - 2020 |
| Require process brief | All member | 16 - Aug - 2020 |
|  |  |  |

## MEETING END

* Meeting Schedule end: 17:00
* Meeting Actual end: 17:00

**Secretary**

Kieu, Tran Thanh

## 

19 - Aug - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 19 - Aug - 2020

Meeting Location: Online meeting

Approval: 19 - Aug - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Online meeting: Discord

## MEETING START

* Meeting Schedule start: 15:00
* Meeting Actual start: 14:30
* Meeting note taker: Kieu

## AGENDA

* Create WBS
* Create Gantt Chart & Cost Estimate
* Find Data Sources

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| WBS | All member | 25 - Aug - 2020 |
| Gantt Chart | Tin | 25 - Aug - 2020 |
| Find Data Source | Dong | 25 - Aug - 2020 |
|  |  |  |

## MEETING END

* Meeting Schedule end: 16:30
* Meeting Actual end: 16:30

**Secretary**

Kieu, Tran Thanh

**26 - Aug - 2020**

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 26 - Aug - 2020

Meeting Location: Online meeting

Approval: 26 - Aug - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Online meeting: SDA’s Discord room

## MEETING START

* Meeting Schedule start: 19:00
* Meeting Actual start: 18:45
* Meeting note taker: Kieu

## AGENDA

* Find Data Source
* Update proposal

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Find Data Source : Land | Hoa | 31 - Aug - 2020 |
| Update proposal | All members | 31 - Aug - 2020 |
|  |  |  |
|  |  |  |

## MEETING END

* Meeting Schedule end: 20:00
* Meeting Actual end: 20:30

**Secretary**

Kieu, Tran Thanh

31 - Aug - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 31 - Aug - 2020

Meeting Location: Online meeting.

Approval: 31 - Aug - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Online meeting : Discord

## MEETING START

* Meeting Schedule start: 19:00
* Meeting Actual start: 19:00
* Meeting note taker: Kieu

## AGENDA

* Lorem ipsum
* Lorem ipsum
* Lorem ipsum

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Require proposal | All member | 15 - Aug -2020 |
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## MEETING END

* Meeting Schedule end: 21:00
* Meeting Actual end: 21:00

**Secretary**

Kieu, Tran Thanh

15 - Sep - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 15 - Sep - 2020

Meeting Location: Online

Approval: 15 - Sep - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Building: SDA’s discord room

## MEETING START

* Meeting Schedule start: 8:00
* Meeting Actual start: 8:30
* Meeting note taker: Kieu

## AGENDA

* Lorem ipsum
* Lorem ipsum
* Lorem ipsum

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Require proposal | All member | 15 - Aug -2020 |
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## MEETING END

* Meeting Schedule end: 11:00
* Meeting Actual end: 11:00

**Secretary**

Kieu, Tran Thanh

26 - Oct - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 26- Oct - 2020

Meeting Location: Online Meeting.

Approval: 26- Oct - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Online meeting

## MEETING START

* Meeting Schedule start: 21:00
* Meeting Actual start: 21:15
* Meeting note taker: Kieu

## AGENDA

* Lorem ipsum
* Lorem ipsum
* Lorem ipsum

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Require proposal | All member | 15 - Aug -2020 |
|  |  |  |
|  |  |  |
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## MEETING END

* Meeting Schedule end: 22:30
* Meeting Actual end: 22:47

**Secretary**

Kieu, Tran Thanh

02 - Nov - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 2 - Nov - 2020

Meeting Location: NOOR Coffee & Tea.

Approval: 2 - Nov - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Building: NOOR Coffee & Tea.

## MEETING START

* Meeting Schedule start: 16:00
* Meeting Actual start: 16:00
* Meeting note taker: Kieu

## AGENDA

* Update project plan
* Update product backlog

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Draw Module View Client | Tin, Kieu | 7 - Nov - 2020 |
| Draw Module View Server | Hoa, Kieu | 7 - Nov - 2020 |
| Interface Design document | Tin, Kieu | 7 - Nov - 2020 |
| Technologies Stack document | All members | 7 - Nov -2020 |

## MEETING END

* Meeting Schedule end: 19:00
* Meeting Actual end: 19:00

**Secretary**

Kieu, Tran Thanh

08 - Nov - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 08- Nov - 2020

Meeting Location: NOOR Coffee & Tea.

Approval: 08 - Nov - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | No |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Building: NOOR Coffee & Tea.

## MEETING START

* Meeting Schedule start: 16:00
* Meeting Actual start: 16:00
* Meeting note taker: Kieu

## AGENDA

* Write WBS document
* Update Sprint Backlog document
* Update Architecture document

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| WBS sprint 4 | All member | 12 - Nov - 2020 |
| Draw allocation view diagram | Dong | 12 - Nov - 2020 |
| Update Sprint backlog | Tin, Kieu | 12 - Nov - 2020 |
|  |  |  |

## MEETING END

* Meeting Schedule end: 18:30
* Meeting Actual end: 18:30

**Secretary**

Kieu, Tran Thanh

13 - Nov - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 13- Nov - 2020

Meeting Location: NOOR Coffee & Tea.

Approval: 13 - Nov - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Building: NOOR Coffee & Tea.

## MEETING START

* Meeting Schedule start: 15:00
* Meeting Actual start: 15:00
* Meeting note taker: Kieu

## AGENDA

* Update architecture document
* Create Test Plan document
* Create Test Case document
* Create Acceptance Criteria document

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Draw diagram architecture | Hoa | 15 - Nov - 2020 |
| Write Test Plan Databases | Dong | 15 - Nov - 2020 |
| Write Test Case UI | Tin | 15 - Nov - 2020 |
| Write Test Case RDF DW | Hoa | 15 - Nov - 2020 |
| Write Test Case Databases | Dong | 15 - Nov - 2020 |
| Update Acceptance Criteria doc | Kieu | 15 - Nov - 2020 |

## MEETING END

* Meeting Schedule end: 19:00
* Meeting Actual end: 19:00

**Secretary**

Kieu, Tran Thanh

16 - Nov - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 16- Nov - 2020

Meeting Location: NOOR Coffee & Tea.

Approval: 16 - Nov - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Building: NOOR Coffee & Tea.

## MEETING START

* Meeting Schedule start: 09:30
* Meeting Actual start: 09:30
* Meeting note taker: Kieu

## AGENDA

* Update Proposal
* Update Project Plan
* Update Product Backlog
* Update Architecture document
* Create Database Design
* Update Interface Design
* Update Test Plan
* Update Test Case
* Update Sprint Backlog
* Update Technologies Stack document
* Create Presentation slide

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Update Database Design | Hoa | 20 - Nov - 2020 |
| Update Test Case sprint 4 | Kieu, Tin | 20 - Nov - 2020 |
| Update Presentation | Tin | 20 - Nov - 2020 |
| Update Interface Design sprint 4 | Tin | 20 - Nov - 2020 |
|  |  |  |
|  |  |  |

## MEETING END

* Meeting Schedule end: 15:30
* Meeting Actual end: 15:30

**Secretary**

Kieu, Tran Thanh

21 - Nov - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 21- Nov - 2020

Meeting Location: NOOR Coffee & Tea.

Approval: 21 - Nov - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Building: NOOR Coffee & Tea.

## MEETING START

* Meeting Schedule start: 09:10
* Meeting Actual start: 10:00
* Meeting note taker: Kieu

## AGENDA

* Update document for midterm evaluation

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
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## MEETING END

* Meeting Schedule end: 13:00
* Meeting Actual end:

**Secretary**

Kieu, Tran Thanh

9 - Dec - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 9 - Dec - 2020

Meeting Location: Online Meeting

Approval: 9 - Dec - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | Yes |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* SDA’s room Discord

## MEETING START

* Meeting Schedule start: 12:30
* Meeting Actual start: 13:20
* Meeting note taker: Kieu

## AGENDA

* Discuss about Viz data cube in 2 dimension: year + city
* Discuss about backend architecture
* Discuss about slide presentation

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Viz data cube in 2 dimension: year + city in Maps & Column Chart | Tin | 13 - Dec - 2020 |
| Update backend architecture | Dong | 13 - Dec - 2020 |
| Update API: query filter 1 city in 1 year | Hoa | 13 - Dec - 2020 |
| Update Slide, script of presentation | Kieu | 13 - Dec - 2020 |

## MEETING END

* Meeting Schedule end: 13:30
* Meeting Actual end: 14:00

**Secretary**

Kieu, Tran Thanh

13 - Dec - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 13 - Dec - 2020

Meeting Location: The Noor Coffee

Approval: 13 - Dec - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | No |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Meeting Location: The Noor Coffee

## MEETING START

* Meeting Schedule start: 14:00
* Meeting Actual start: 14:00
* Meeting note taker: Kieu

## AGENDA

* Update Slide, script of presentation
* Make Code Standard document
* Update data flow and server diagram
* Update team reflection

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Update team Reflection | All member | 14 - Dec - 2020 |
| Make Code Standard document | Dong | 14- Dec - 2020 |
| Update data flow and server diagram | Hoa | 14 - Dec - 2020 |
| Update Slide, script of presentation | All member | 14 - Dec - 2020 |
| Update function architecture C&C Client, UI design | Tin | 14 - Dec - 2020 |
| Create Acceptance Criteria Doc | Tin | 14 - Dec - 2020 |
| Update Test Case Sprint4 | Tin, Hoa | 14 - Dec - 2020 |

## MEETING END

* Meeting Schedule end: 17:00
* Meeting Actual end: 17:00

**Secretary**

Kieu, Tran Thanh

14 - Dec - 2020

# SMART DASHBOARD APPLICATION

## TEAM MEETING

Meeting Date: 14 - Dec - 2020

Meeting Location: Online Meeting

Approval: 14 - Dec - 2020

Recorded By: Kieu

## ATTENDANCE

| **Name** | **Title** | **Acronym** | **Present** |
| --- | --- | --- | --- |
| Hoa, Vo | Leader | VH | No |
| Tin, Pham Van | Member | VT | Yes |
| Dong, Ky Huu | Member | KD | Yes |
| Kieu, Tran Thanh | Secretary | TK | Yes |

## MEETING LOCATION

* Meeting Location: Online Meeting

## MEETING START

* Meeting Schedule start: 23:00
* Meeting Actual start: 23:00
* Meeting note taker: Kieu

## AGENDA

* Update Final of documents

## POST MEETING ACTION ITEMS

| **Action** | **Assigned To** | **Deadline** |
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## MEETING END

* Meeting Schedule end: 00:00
* Meeting Actual end: 00:00

**Secretary**

Kieu, Tran Thanh