Portfolio

Huy

**Planning and control**

Project gantt chart(from start to current progress)

Time tracking method(Excel

Task management plan

Major decision within the project

Which tools to use for document, and other source control

Hoan

**Research and upskilling**

What have we learnt until now?

What skill we find most helpful for the project?

Which platform we use for the project?

Document for researching result (in drive)

**Development and quality assurance**

What have we done so far?

Thinh

**Communication and Teamwork**

Which tools to communicate with other team members, client, supervisor?

How frequently meeting between team members, client, supervisor?

How the team work together in the project?