

Weekly Report

19/05/2025– 25/05/2025

Group ID: **03**

Project Name: Memoir

Prepared by: Nguyễn Thị Trà My

Team members:

23127409 - **Bùi Hải Long** *Leader, Back-end*

23127057 - **Phạm Nam Huyền** *Designer, BA*

23127100 - **Huỳnh Tuấn Phong** *Front-end, Back-end, Software architecture*

23127378 - **Nguyễn Gia Huy** *Front-end, Devops*

23127428 - **Nguyễn Thị Trà My** *Tester, Designer*

1. Achievements since last week:

STT	Description	Due Date	Responsibility	%Complete
1	Review and Understood the project goals	12/05/2025	All members	100%
2	Discussed and agreed on tools for working together: <ul style="list-style-type: none">- Communication: Discord- Task management: Trello- Source code and documentation: GitHub- UI/UX design: Figma	14/05/2025	All members	100%
3	Created a shared Drive folder to store files for the team	15/05/2025	NTTMy	100%

2. Issues and impacts:

1. The team needed some time to agree on which tools to use for communication and collaboration. This caused a slight delay in starting some tasks.

3. Next week's goals:

STT	Description	Due Date	Responsibility	%Complete
1	Team meeting: Reviewed the PA0 file to understand the project requirements and divide team tasks accordingly	19/05/2025	All members	100%
2	Finalized the project idea	19- 20/05/2025	All members	100%
3	Completed the setup of team collaboration tools	20/05/2025	HTPhong, BHLong	100%
4	Analyzed the key features needed for the app	21/05/2025	All members	100%
5	Interviewed at least 5 different people	22/05/2025	PNHuyên, NGHuy	100%
6	Summarized questions and answers from the 5 interviews	23/05/2025	PNHuyên, NGHuy	100%
7	Wrote the weekly report for the week of 19/05/2025–25/05/2025	23/05/2025	NTTMy	100%
8	Researched and defined the development direction for the app	23- 24/05/2025	HTPhong, BHLong	100%
9	Wrote the project proposal	24/05/2025	NTTMy	100%