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 Huyên** *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: - 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%

Weekly Report

26/05/2025 – 01/06/2025

Group ID: **03**
Project Name: Memoir
Prepared by: Nguyễn Thị Trà My

Team members:
23127409 - **Bùi Hải Long** *Leader, Back-end*
23127057 - **Phạm Nam Huyên** *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	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%

2. Issues and impacts:

1. In the project proposal file, the team initially missed the admin module functionality (as pointed out in the TA's feedback). This issue was quickly addressed, and the missing functionality has now been added.

2. This feedback helped the team reflect more deeply on the app's design and user roles, encouraging a more comprehensive and realistic approach to defining the system's key features.

3. Next week's goals:

STT	Description	Due Date	Responsibility
1	Team meeting: - Reviewed mistakes from PA0 - Discussed the project overview - Divided tasks of PA1 for each members	26/05/2025	All members
2	Project Plan: 1. Introduction	31/05/2025	PNHuyên
3	Project Plan: 2. Project Overview (and its subsection)	31/05/2025	PNHuyên
4	Project Plan: 3. Project Organization	31/05/2025	NGHuy
5	Project Plan: 4. Management Process	31/05/2025	BHLong
6	Vision Document: 1. Introduction	31/05/2025	PNHuyên
7	Vision Document: 2. Positioning	31/05/2025	PNHuyên
8	Vision Document: 3. Stakeholder and User Description	31/05/2025	NTTMy
9	Vision Document: 4. Product Features	31/05/2025	HTPhong
10	Vision Document: 5. Non-Functional Requirements	31/05/2025	HTPhong
11	Weekly report (26/05/2025 – 01/06/2025)	31/05/2025	NTTMy