**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*

# 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 |