**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*

# 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% |

# 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.

# 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% |

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