**Weekly Report**

**27/10/2019 - 03/11/2019**

Group ID: **Group 04 - HTTT**

Project Name: Management sales SW

Prepared by:**Lý Thanh Long**

Team members:

1753135 – **Lý Thanh Long** *Project manager*   
1753089 – **Nguyễn Lý Nhật Phương** *Designer*   
1753087 – **Nguyễn Tuấn Phùng** *Architect*   
1753132 – **Võ Khánh Vy** *Business Analyst*

1753093 – **Hồ Bùi Văn Quang** Tester

1. **Achievements since last week:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STT** | **Description** | **Due Date** | **Responsibility** | **%Complete** |
| 1 | Write introduction project | 03/11/2019 | Võ Khánh Vy | 60% |
| 2 | Risk management | 03/11/2019 | Nguyễn Tuấn Phùng | 65% |
| 3 | Write Project Organization(Organizational Structure, Roles and Responsibilities) | 03/11/2019 | Hồ Bùi Văn Quang | 60% |
| 4 | Statement, Product Position Statement, Stakeholder Summary, | 03/11/2019 | Nguyễn Lý Nhật Phương | 60% |
| 5 | Introduction, Alternatives and Competition, Product Perspective | 03/11/2019 | Lý Thanh | 70% |

1. **Issues and impacts:**
2. The project manager will check the work of all the members to make the project plan and the vision document for submitted to the TA. (Responsible: Lý Thanh Long. Action date: Nov 3rd, 2019)
3. **Next week's goals:**

|  |  |  |  |
| --- | --- | --- | --- |
| **STT** | **Description** | **Due Date** | **Responsibility** |
| 1 | Write project overview (project purpose, scope, objectives, assumptions and constraints, project deliverables) | 08/11/2019 | Võ Khánh Vy |
| 2 | WBS, Gantt chart, project resourcing | 08/11/2019 | Nguyễn Tuấn Phùng |
| 3 | Write Phase Plan, Project Plan, Iteration Objectives, Project Schedule, Releases | 08/11/2019 | Hồ Bùi Văn Quang |
| 4 | User Summary and User Environment, Summary of Key Stakeholder or User Needs. | 08/11/2019 | Nguyễn Lý Nhật Phương |
| 5 | Assumptions and Dependencies, Product Features , Other Product Requirements | 08/11/2019 | Lý Thanh Long |