**Weekly Report**

**03/11/2019 – 10/11/2019**

Group ID: **Group 04 - HTTT**

Project Name: Management sales SW

Prepared by: **Nguyễn Lý Nhật Phương**

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 project overview (project purpose, scope, objectives, assumptions and constraints, project deliverables) | 08/11/2019 | Võ Khánh Vy | 100% |
| 2 | WBS, Gantt chart, project resourcing | 08/11/2019 | Nguyễn Tuấn Phùng | 100% |
| 3 | Write Phase Plan, Project Plan, Iteration Objectives, Project Schedule, Releases | 08/11/2019 | Hồ Bùi Văn Quang | 80% |
| 4 | User Summary and User Environment, Summary of Key Stakeholder or User Needs. | 08/11/2019 | Nguyễn Lý Nhật Phương | 100% |
| 5 | Product Features , Other Product Requirements | 08/11/2019 | Lý Thanh Long | 90% |

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 9th, 2019)
3. The project plan and the vision document will be submitted to the TA for evaluation. (Responsible: Lý Thanh Long, Action date: Nov 10th, 2019)
4. **Next week's goals:**

|  |  |  |  |
| --- | --- | --- | --- |
| **STT** | **Description** | **Due Date** | **Responsibility** |
| 1 | Complete Management(Project Plan, Iteration Objectives, Project Schedule, Releases) | 15/11/2019 | Hồ Bùi Văn Quang |
| 2 | Update product features, complete Assumptions and Dependencies | 15/11/2019 | Lý Thanh Long |