**Weekly Report**

**13/10/2023 – 22/10/2023**

Group ID: **12**

Project Name: **VIVU**

Prepared by: **Trần Trung Hiếu**

Team members:

21127432 - **Lê Ngọc Thảo** *Project Manager, UI/ UX Designer, Frontend Developer, Backend Developer, Tester.*   
21127456 - **Võ Cao Trí** *Backend Developer, Tester.*

21127608 - **Trần Trung Hiếu** *Backend Developer, Tester.*   
21127660 - **Đoàn Thị Yến Nhi** *Business Analyst, Tester.*   
21127730 - **Hoàng Lê Cát Thanh** *UI/ UX Designer, Frontend Developer, Tester.*

# Achievements since last week:

| **STT** | **Description** | **Due Date** | **Responsibility** | **%Complete** |
| --- | --- | --- | --- | --- |
| 1 | Learn about GANTT CHART | 14/10/2023 | All members | 100% |
| 2 | Learn about the RUP process | 15/10/2023 | All members | 100% |
| 3 | Learn about writing Project Plan  and Vision Document | 20/10/2023 | All members | 100% |
| 4 | Learn about MySQL Basics  and framework Flask Basics | 22/10/2023 | Trần Trung Hiếu, Võ Cao Trí | 60% |
| 5 | Learn about Figma and Flutter Basics | 22/10/2023 | Hoàng Lê Cát Thanh,  Lê Ngọc Thảo | 60% |

# Issues and impacts:

1. The team leader should disseminate knowledge about the organization's file management rules and working procedures thoroughly to ensure that all team members have a clear understanding, thus eliminating difficulties in file management.(Responsible: Lê Ngọc Thảo, Action date: 13/10/2023)
2. With a tight time frame, team members should manage their schedules effectively to learn MySQL, Flutter, Flask, etc., in order to avoid falling behind the established plan's progress.(Responsible: All members, Action date: 22/10/2023)

# Next week's goals:

| **STT** | **Description** | **Due Date** | **Responsibility** |
| --- | --- | --- | --- |
| 1 | Allocate tasks within the documents to team members. | 23/10/2023 | Lê Ngọc Thảo |
| 2 | Fill out the documents. | 26/10/2023 | All members |
| 3 | Review the documents | 26/10/2023 | Lê Ngọc Thảo |
| 4 | Update contents | 27/10/2023 | All members |
| 5 | Learn Flask Learn MySQL | 29/10/2023 | Trần Trung Hiếu  Võ Cao Tri |
| 6 | Learn Figma Learn Flutter | 29/10/2023 | Lê Ngọc Thảo  Đoàn Thị Yến Nhi  Hoàng Lê Cat Thanh |