**Weekly Report**

**16/10/2021 – 23/10/2021**

Group ID: **09**

Project Name: **Lemmi**

Prepared by: **Tien Nguyen Van**

Team members:

19125124 - **Tien Nguyen Van** *Team Lead*   
18125146 - **Thu Nguyen Minh** *Business Analyst*19125130 - **Van Mai Thi Cam** *Designer Lead*  
19125083 - **Dat Thai Ngoc Thanh** *Software Engineering Lead*

19125100 - **Khoa Ta Ngoc Minh** *Deployment Lead*

# Achievements since last week:

| **STT** | **Description** | **Due Date** | **Responsibility** | **%Complete** |
| --- | --- | --- | --- | --- |
| 1 | Part 1 Introduction of project plan | 23/10/2021 | NMThu | 100% |
| 2 | Part 2.1 Project Purpose, Scope, and Objectives of project plan | 23/10/2021 | TNTDat | 100% |
| 3 | Part 2.2 Assumptions and Constraints of project plan | 23/10/2021 | TNTDat | 100% |
| 4 | Part 2.3 Project Deliverables of project plan | 23/10/2021 | NVTien | 80% |
| 5 | Part 3.1 Organizational Structure of project plan | 23/10/2021 | NVTien | 100% |
| 6 | Part 3.2 Roles and Responsibilities of project plan | 23/10/2021 | NVTien | 100% |
| 7 | Part 4.2.1 Phase and Iteration Plan of project plan | 23/10/2021 | MTCVan | 60% |
| 8 | Part 4.2.2 Releases of project plan | 23/10/2021 | MTCVan | 40% |
| 9 | Part 4.2.3 Project Schedule of project plan | 23/10/2021 | NMThu | 20% |
| 10 | Part 4.3.1 Reporting of project plan | 23/10/2021 | TNMKhoa | 100% |
| 11 | Part 4.3.3 Configuration Management of project plan | 23/10/2021 | TNMKhoa | 100% |

# Issues and impacts:

1. Minor mistake in defining project scope and objectives which had no actual impact. (Responsible: Thai Ngoc Thanh Dat).
2. The confusion about the description of PA1 and the lack of lecture note 4 leads resulted in the Iteration Plan section not being completed.

(Responsible: Mai Thi Cam Van)

1. Unclear understanding of the structure of folder Google Drive, especially folder General/Project Management and Sprint folders.

(Responsible: Tien Nguyen Van)

# Next week's goals:

| **STT** | **Description** | **Due Date** | **Responsibility** |
| --- | --- | --- | --- |
| 1 | Part 1 Introduction of Vision Document | 27/10/2021 | NMThu |
| 2 | Part 2.1 Problem Statement of Vision Document | 27/10/2021 | MTCVan |
| 3 | Part 2.2 Product Position Statement of Vision Document | 27/10/2021 | MTCVan |
| 4 | Part 3.3 User Environment of Vision Document | 27/10/2021 | TNMKhoa |
| 5 | Part 3.4 Summary of Key Stakeholder or User Needs of Vision Document | 27/10/2021 | TNMKhoa |
| 6 | Part 4.1 Product Perspective of Vision Document | 27/10/2021 | TNTDat |
| 7 | Part 4.2 Assumptions and Dependencies of Vision Document | 27/10/2021 | TNTDat |
| 8 | Part 5 Products Features of Vision Document | 27/10/2021 | TNTDat |