**Weekly Report**

**24/10/2021 – 30/10/2021**

Group ID: **03**

Project Name: **Movie Reviews and Ratings**

Prepared by: **HHGiap, NTViet**

Team members:

19127478 - **Bui Huynh Trung Nam***Project manager*

19127622 - **Ngo Truong Tuyen** *Designer*

19127629 - **Nguyen Tan Viet** *Business Analyst*

19127633 - **Nguyen Phan Vu** *Tester*

19127640 - **Hoang Huu Giap** *Developer*

# Achievements since last week:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STT** | **Description** | **Due Date** | **Responsibility** | **%Complete** |
| 1 | Write 2nd weekly meeting report | 29/10/2021 | NPVu | 100 |
| 2 | Write Vision document - section 1: Introduction | 28/10/2021 | NPVu | 100 |
| 3 | Write Vision document - section 2: Positioning | 28/10/2021 | BHTNam | 100 |
| 4 | Write Vision document - section 3: Stakeholder and User Descriptions | 28/10/2021 | NTViet | 100 |
| 5 | Write Vision document - section 4: Product Features | 28/10/2021 | NTTuyen | 100 |
| 6 | Write Vision document - section 5: Non-Functional Requirements | 28/10/2021 | HHGiap | 100 |
| 7 | Write 2nd weekly report | 29/10/2021 | HHGiap  NTViet | 100 |
| 8 | Manage Trello | 29/10/2021 | NTViet | 100 |
| 9 | Write review meeting note | 30/10/2021 | NPVu | 100 |
| 10 | Update documents on Github | 30/10/2021 | NTTuyen | 100 |
| 11 | Write project schedule with Gantt Chart | 24/10/2021 | HHGiap | 100 |

# Issues and impacts:

1. Can’t use MS Project to create our project plan ⇒ Use Gantt Chart instead (Responsible: HHGiap, Action date: Sun 24th, 2021).
2. We are new with web development, it takes more time to start coding.

(Responsible: NTViet, Action date: Wed 27th, 2021).

1. Some tasks are overdue, take more time to complete (Responsible: HHGiap, Action date: Sun 27th, 2021).

# Next week's goals:

|  |  |  |  |
| --- | --- | --- | --- |
| **STT** | **Description** | **Due Date** | **Responsibility** |
| 1 | Use-case model | 01/11/2021 | All members |
| 2 | Use-case specification | 09/11/2021 | All members |
| 3 | Make plan for sprint 2 | 31/10/2021 | BHTNam |
| 4 | Write 1st weekly meeting report (sprint 2) | 3/11/2021 | NPVu |
| 5 | Write planning meeting note (sprint 2) | 31/10/2021 | NPVu |
| 6 | Write 1st weekly report | 4/11/2021 | BHTNam  NTTuyen |
| 7 | Update SDP - section 1: Introduction and section 2: Project Overview | 6/11/2021 | NTTuyen |
| 8 | Update SDP - section 3: Project Organization | 6/11/2021 | BHTNam |
| 9 | Update SDP - section 4.2: Project plan | 6/11/2021 | HHGiap |
| 10 | Update SDP - section 4.3: Project Monitoring and Control | 6/11/2021 | NTViet |
| 11 | Write empty section of SDP | 6/11/2021 | All members |
| 12 | Learn HTML & CSS & JavaScript | 6/11/2021 | All members |