

# Weekly Report

08/04/2024 – 21/04/2024

Group ID: 03

Project Name: Bilinguo

Prepared by: Group 03

Team members:

21120110 – Nguyễn Tấn Phát *Project manager*

21120115 – Nguyễn Trọng Phúc *Developer*

21120322 – Nguyễn Dương Trường Sinh *Tester*

21120405 – Trần Minh Triết *Business Analyst*

21120417 – Nguyễn Thị Ngọc Châm *Scrum Master*

===== 08/04, Sprint 1 =====

|   |  |
|---|--|
| <b>Date:</b> April 8th, 2024<br><b>Time:</b> 9pm - 10pm<br><b>Location:</b> Google Meet | <b>Attendance:</b> <ul style="list-style-type: none"><li>• Nguyễn Tấn Phát</li><li>• Nguyễn Trọng Phúc</li><li>• Nguyễn Dương Trường Sinh</li><li>• Nguyễn Thị Ngọc Châm</li><li>• Trần Minh Triết</li></ul> <b>Absent:</b> None |
|---|--|

## 1. Achievements since last week:

| STT | Description                                       | Due Date   | Responsibility | %Complete |
|-----|---|------------|----------------|-----------|
| 1   | Planning weekly meeting                           | 08/04/2024 | Tấn Phát       | 100%      |
| 2   | Get customer opinions and needs                   | 10/04/2024 | All            | 80%       |
| 3   | Complete Project plan                             | 12/04/2024 | All            | 100%      |
| 4   | Prepare an initial version of the vision document | 13/04/2024 | Ngọc Châm      | 80%       |

## 2. Issues and impacts:

1. Because we've just started our first Sprint, members took a lot of time and effort with the workflow.  
Therefore, the work progress should be careful step by step.

## 3. Next week's goals:

| STT | Description            | Due Date   | Responsibility                    |
|-----|------------------------|------------|-----------------------------------|
| 1   | Revised project plan   | 20/04/2024 | Ngọc Châm + Minh Triết + Tấn Phát |
| 2   | Detail vision document | 20/04/2024 | Trọng Phúc + Trường Sinh          |

===== 12/04, Sprint 1 =====

|  |  |
|--|--|
| <b>Date:</b> April 12th, 2024<br><b>Time:</b> 9pm - 10pm<br><b>Location:</b> Google Meet | <b>Attendance:</b> <ul style="list-style-type: none"><li>• Nguyễn Tấn Phát</li><li>• Nguyễn Trọng Phúc</li><li>• Nguyễn Dương Trường Sinh</li><li>• Nguyễn Thị Ngọc Châm</li><li>• Trần Minh Triết</li></ul> <b>Absent:</b> None |
|--|--|

**1. Achievements since last week:**

| STT | Description            | Due Date   | Responsibility                          | %Complete |
|-----|------------------------|------------|---|-----------|
| 1   | Revised project plan   | 20/04/2024 | Ngọc Châm +<br>Minh Triết + Tấn<br>Phát | 100%      |
| 2   | Detail vision document | 20/04/2024 | Trọng Phúc +<br>Trường Sinh             | 100%      |

**2. Issues and impacts:**

1. We mainly work online. So the work productivity flow has some inconvenience. However, it's finally completed pretty perfectly.

**3. Next week's goals:**

| STT | Description                                 | Due Date   | Responsibility |
|-----|---|------------|----------------|
| 3   | Design the use-case diagram                 | 25/04/2024 | All            |
| 4   | Filling the use-case specification document | 25/04/2024 | All            |