**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 ===============

| **Date:** April 8th, 2024  **Time:** 9pm - 10pm  **Location:** Google Meet | **Attendance:**   * Nguyễn Tấn Phát * Nguyễn Trọng Phúc * Nguyễn Dương Trường Sinh * Nguyễn Thị Ngọc Châm * Trần Minh Triết   **Absent:** 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 ===============

| **Date:** April 12th, 2024  **Time:** 9pm - 10pm  **Location:** Google Meet | **Attendance:**   * Nguyễn Tấn Phát * Nguyễn Trọng Phúc * Nguyễn Dương Trường Sinh * Nguyễn Thị Ngọc Châm * Trần Minh Triết   **Absent:** None |
| --- | --- |

# 1. Achievements since last week:

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