**Weekly Meeting Report**

**18/06/2023 – 24/06/2023**

Group ID: GaoRangers

Project name: Comics World

Prepared by: Nguyễn Trần An Hòa

Team members:

21127183 – **Phạm Phú Toàn**

21127047 – **Nguyễn Trần An Hòa**

21127665 – **Nguyễn Thuận Phát**

21127638 – **Tô Khánh Linh**

21127679 – **Ngô Quốc Quý**

1. **Achievements since last week:**

| **No** | **Description** | **Due Date** | **Responsibility** | **Task Achieved** |
| --- | --- | --- | --- | --- |
| 1 | Writing part 4.2: Project plan of the project plan (sprint 3 - 4 - 5) | 23/06/2023 | Phạm Phú Toàn | 100% |
| 2 | Writing part 4.2: Project plan of the project plan (sprint 0-1-2) | 23/06/2023 | Nguyễn Trần An Hòa | 100% |
| 3 | Writing project’s Vision document  (part 3.1, 3.2, 3.3) | 23/06/2023 | Ngô Quốc Quý | 100% |
| 4 | Writing project’s Vision document  (part 1, part 2 and their subsections) | 23/06/2023 | Nguyễn Thuận Phát | 100% |
| 5 | Writing Part 3: project plan’s organization | 23/06/2023 | Tô Khánh Linh | 100% |
| 6 | Holding weekly meeting | 24/06/2023 | Phạm Phú Toàn | 100% |

1. **Issue and impacts:**

* None

1. **Next week’s goals:**

| **No** | **Description** | **Due Date** | **Responsibility** |
| --- | --- | --- | --- |
| 1 | Writing part 1: Introduction (and its subsections), part 2 Overview (and its subsections), part 4.1 in Project Plan documentation, Holding weekly meeting | 07/07/2023 | Phạm Phú Toàn |
| 2 | Draw gantt chart for sprint (0-1-2) in project plan | 07/07/2023 | Nguyễn Trần An Hòa |
| 3 | Writing part 3.4, part 3.5, part 4 and its subsection in Project Vision document | 07/07/2023 | Ngô Quốc Quý |
| 4 | Writing part 5 and its subsections, part 6 and its subsections in Project Vision document | 07/07/2023 | Nguyễn Thuận Phát |
| 5 | Writing part 4.3: Project Monitoring and Control and its subsection(4.3.1 and 4.3.3) in Project Plan documentation (Risk management), draw gantt chart for sprint (0-1-2) in project plan | 07/07/2023 | Tô Khánh Linh |
| 6 | Holding weekly meeting | 07/07/2023 | Phạm Phú Toàn |