WEEKLY REPORT 1

============================13/6, Sprint 1 ==============================

**Team members present:**

* Trịnh Hoàng An
* Trương Diệu Đạt
* Ngô Nguyễn Thanh Thanh
* Nguyễn Hoàng Quốc Tuấn

**Team members absent:**

* Nguyễn Quý Nhật Minh

**Status reports:**

Trịnh Hoàng An

* Completed tasks
  + Vision Document
  + Weekly Report
* To-do Tasks
  + Project Plan ( 1)
  + Project Plan ( 2.1, 2.2 )
* Issues/Obstacles
  + No

Trương Diệu Đạt

* Completed tasks
  + Vision Document
  + Weekly Report
* To-do Tasks
  + Project Plan ( 4.2)
* Issues/Obstacles
  + No

Ngô Nguyễn Thanh Thanh

* Completed tasks
  + Vision Document
  + Weekly Report
* To-do Tasks
  + Project Plan ( 4.2)
* Issues/Obstacles
  + No

Nguyễn Hoàng Quốc Tuấn

* Completed tasks
  + Vision Document
  + Weekly Report
* To-do Tasks
  + Project Plan (2.3, 2.4)
  + Project Plan ( 3 )
* Issues/Obstacles
  + No

Nguyễn Quý Nhật Minh

* Completed tasks
  + Vision Document
  + Weekly Report
* To-do Tasks
  + Project Plan ( 4. 3 )
* Issues/Obstacles
  + No

**Summary of the meeting :** The meeting takes place for the purpose of summarizing the work of the week and handing over the work of the following week:

+ Everyone in the team completed the assigned work well this week.

+ Handed over and limited deadline for everyone next week

**Week 1 quest table:**

|  |  |  |
| --- | --- | --- |
| Name | Task Complete( Vision Document) | Completion schedule(%) |
| Trịnh Hoàng An | 3.2 User Task and Environment  3.3 Alternatives and Competition | 100% |
| Trương Diệu Đạt | 2. Positioning | 100% |
| Nguyễn Hoàng Quốc Tuấn | 3.3 Alternatives and Competition | 100% |
| Ngô Nguyễn Thanh Thanh | 4. Product Features 🡪 functional user requirements | 100% |
| Nguyễn Quý Nhật Minh | * + 1. Introduction | 100% |