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| **Employee Name** | Tran Minh Quan | **Manager Name** | Le Minh Hoa |
| **Department** | * Development automation mail, * design database chart, * design ERD, use case diagram, UI for system | **Plan Date** | 21/2/2022 to present |
| **Job Title** | Programmer | **Date of Last Plan** | 16/4/2022 |

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| **Task Goals** | **Employee Task Goal Details** | |
| **Content** | **Detail** | **Date to be Achieved By** |
| Complete the design as a diagram for the system's database | Using draw.io to design system database | 21/2/2022 by Minh Quan |
| Complete download files as zip function | Allowing people to access their data, move their data, change their data and delete their data | 12/4/2022 by Minh Quan |
| Complete the automatic mailing function. | Finding mailer document on network and coding like that | 16/4/2022 by Minh Quan |

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| **Knowledge skills** | **Employee Skill Development Details** | | |
|  | **Necessary Skills** | **Next Steps to Build Skills** | **Comments** |
| Reading more php code sample on website | Reading and applying skill | Reading and watching more videos like that | Feasible |
| Learning back-end skill on php | Back-end skill | Practice in many small projects. | Feasible |
| Practice code and applying for project | Coding skill | Reading next requirements and finding new contents like requirement to coding | Feasible |

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| **Potential Distractions** | **Potential Distraction Details Details** | | |
| **Potential Distractions**  **Description** | **Steps to Avoid Distractions** | **Comments** |
| Display error | The site size is inverted. | Using boostrap | Feasible |
| Error get data from database | Get the wrong data from the database | Review each component in the database and enter the right type of data in the code | Feasible |
| The finishing function is not as requirement. | Misinterpretation of requirements | Read it carefully and ask the helper again to get the most accurate information | Feasible |

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| **Response** | **Reviewer Comment** |
| At first, at the beginning of the work phase, he really wasn't doing his job well, but after being reminded he changed, Quan did the development and database design part. data under the supervision of the team leader, including creating the direction for the web, however, he only does a single function with contributions on the site without any influence. In the last few days, he really helped with the group report at maximum capacity, I appreciate this part and also thank him for helping me and everyone. |

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| **Final Signatures**  QUAN | **Employee signature** | Tran Minh Quan | **Reviewer signature** | Nam |
| **Date** | April 16, 2022 | **Check Date** | April 17, 2022 |