**Weekly Report**

**12/06/2023 - 18/06/2023**

Group ID: 06

Project Name: SEverywhere

Prepared by: **Nguyen Tran Hong Phuc**

Team members present

21127672 - **Nguyen Tran Hong Phuc** *Project manager*

21127528 - **Nguyen Thi Minh Minh** *Front-end Developer*

21127341 - **Ngo Ngoc Lien** *Back-end Developer*

21127637 - **Phan My Linh** *Business Analyst*

20127536 - **Nguyen Truc Nguyen** *Tester*

Team members absent

**1. Achievements since last week**

| **No.** | **Description** | **Due Date** | **Responsibility** | **%Complete** |
| --- | --- | --- | --- | --- |
| 1 | Write PA0 - Introduction | 17/06/2023 | Nguyen Thi Minh Minh | 100% |
| 2 | Write PA0 - Target user | 17/06/2023 | Ngo Ngoc Lien | 100% |
| 3 | Write PA0 - Environment | 17/06/2023 | Nguyen Truc Nguyen | 100% |
| 4 | Write PA0 - Key features I | 17/06/2023 | Phan My Linh | 100% |
| 5 | Write PA0 - Key features II | 17/06/2023 | Nguyen Tran Hong Phuc | 100% |
| 6 | Review and submit PA0 | 17/06/2023 | Nguyen Tran Hong Phuc | 100% |

**2. Issues and impacts**

1. Most of the members have no experience in website development before, so it takes a lot of research.
2. Because the project will be based on existing websites, it will require our team to find other more creative functions.
3. There are still many difficulties in using Jira

**3. Next week’s goals**

| **No.** | **Description** | **Due Date** | **Responsibility** |
| --- | --- | --- | --- |
| 1 | Actively learn more to improve project progress | 24/06/2023 | The whole group |
| 2 | Assign tasks to members | 19/06/2023 | Nguyen Tran Hong Phuc |
| 3 | Complete PA1 - Vision Document | 24/06/2023 | The whole group |