**PRJ566 Action Items & Tasks Report (Individual)**

**Date: 2020-06-07**

**Team Number: 5**

**Team Member Name: Junjie Zhang**

**Project Name: Innovative Food delivery service**

**Work completed this week by team member (be specific)**

**Rewrote the proposal, and pasted it in the PID**

**Work to complete next week by team member (be specific):**

1. **Rewrote the proposal again after commenting by the instructors.**
2. **Help to fill out the PID section.**

**What’s not going well for you and why:**

**In this week, I have 1 mid-term exam and 1 mid-term assignment. So, I may be not able to focus really well.**

**Suggestions/Issues:**

**Issue: Time management**

**Suggest: Create a better schedule to manage the workload, and share more time on this course.**