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

**Date:** June 7, 2020

**Team Number:** 5

**Team Member Name:** Trung Nguyen

**Project Name:** Food Delivery Service

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

Modify and check the proposal and team documents.

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

1. Complete the proposol and PID section.
2. Get the feedbacks and comments from professor and team members to improve the document.

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

* I have my part-time job so that my team got difficulty when scheduling the time to have a meeting.
* Missed some points of our meeting but I caught up later.

**Suggestions/Issues:**

**Issue:** My part-time job impact on our weekly meeting schedule.

**Suggest:** Discuss with teammates to choose the meeting schedule as soon as possible.