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

**Date: June 21, 2020**

**Team Number: 5**

**Team Member Name: Trung Nguyen**

**Project Name: Innovative food delivery service**

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

**Create and analysis the Data Flow Diagram for the PID section.**

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

**Prepare for the PID Report Presentation in the week 6.**

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

**I forgot to check the changed documents by my teammates before uploading and synchronizing my data to our files.**

**Suggestions/Issues:**

**Issue: Do not check the deliverables and our files frequently.**

**Suggesting: Check MS Team files per day to update and have a prepare for upcoming due date.**