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

**Date: 2020-08-31**

**Team Number: 5**

**Team Member Name: Junjie zhang**

**Project Name: Innovative food delivery service**

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

**Script to populate the tables.**

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

**Use Microsoft project to break down the project.**

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

During the final exam period, teams were not always online.

**Suggestions/Issues:**

As the team leader, I should take more responsibility in the team, and tried to handle more works