**Weekly Report**

**23/10/2023 – 29/10/2023**

Group ID: **Blue Sky**

Project Name: **Book Alley**

Prepared by: **Dang Ha Huy**

Team Members:

21127081 – **Nguyen Minh Khoi** *Project manager, Front-end developer*  
21127202 – **Tran Minh Hai Uyen** *UI/UX Designer, Tester*  
21127243 – **Phung Sieu Dat** *Back-end Developer*  
21127296 – **Dang Ha Huy** *UI/UX Designer, Business Analyst*

21127329 – **Chau Tan Kiet** *Front-end Developer, Data Analyst*

# Achievements since last week:

| **STT** | **Description** | **Due Date** | **Responsibility** | **%Complete** |
| --- | --- | --- | --- | --- |
| 1 | Project Plan (Introduction, Project Overview) | 29/10/2023 | DHHuy | 40% |
| 2 | Finish Vision Document (Introduction, Positioning) | 29/10/2023 | CTKiet | 40% |
| 3 | Finish Weekly report 1 | 29/10/2023 | TMHUyen | 100% |
| 4 | Project Plan (Project Organization) | 29/10/2023 | PSDat | 50% |
| 5 | Project Plan (Risk Management, Configuration Management) | 29/10/2023 | NMKhoi | 50% |

# Issues and impacts:

1. A review of the report will be carried out by the QA department prior to the report being presented to the Sponsor. (Responsible: NMKhôi, Action date: Oct 29th, 2023)

# Next week's goals:

| **STT** | **Description** | **Due Date** | **Responsibility** |
| --- | --- | --- | --- |
| 1 | Finish Project Plan | 4/11/2023 | DHHuy |
| 2 | Finish Vision Document | 4/11/2023 | NMKhoi |
| 3 | Finish Weekly report 2 | 4/11/2023 | TMHUyen |
| 4 | Finish Sprint review meeting | 4/11/2023 | CTKiet |
| 5 | Finish Sprint planning | 4/11/2023 | PSDat |