**Weekly Report**

**dd/mm/yyyy – dd/mm/yyyy**

Group ID: **<id of your group>**

Project Name: <name of your project, e.g., **Hai Lúa>**

Prepared by: **Huy Nguyen**

Team members:

0912001 - **Vu Nguyen** *Project manager*   
0912002 - **Huy Nguyen** *Developer*   
0912003 - **Quang Tran** *Tester*   
0912004 - **Khoa Dang** *Business Analyst*

# Achievements since last week:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STT** | **Description** | **Due Date** | **Responsibility** | **%Complete** |
| 1 |  |  | NVVu |  |
| 2 |  |  | NKHuy |  |
| 3 |  |  | NĐHuy |  |
| 4 |  |  |  |  |

# 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: NKHuy, Action date: Sep 17th, 2014)

# Next week's goals:

|  |  |  |  |
| --- | --- | --- | --- |
| **STT** | **Description** | **Due Date** | **Responsibility** |
| 1 |  |  | NVVu |
| 2 |  |  | NKHuy |
| 3 |  |  | NDHuy |
| 4 |  |  |  |