

Weekly Report

31/10/2024 – 06/11/2024

Group ID: 01

Project Name: Pic2Model

Prepared by: Nguyễn Trần Minh Thư

Team members:

22127403 - Nguyễn Trần Minh Thư *Project Manager – Business Analyst*

22127113 - Nguyễn Hữu Gia Hiếu *Implementer – Designer – Tester*

22127487 - Phạm Trịnh Bảo Tín *Designer - Implementer - Tester*

21127739 - Vũ Minh Phát *Team Leader – Implementer - Tester*

20127672 - Vũ Mạnh Quân *Business Analyst - Implementer*

1. Achievements since last week:

STT	Description	Due Date	Responsibility	%Complete
1	Finishing the Vision Document	06/11/2024	All team members	80%
2	Introduction	06/11/2024	Phát	100%
3	Project Overview	06/11/2024	Thư	100%
4	Project Organization	06/11/2024	Thư	100%
5	Project Estimate	06/11/2024	Hiếu	80%
6	Project Plan	06/11/2024	Tín and Hiếu	100%
7	Project Monitoring and Control	06/11/2024	Phát	100%
8	Edit file before submitting	06/11/2024	Phát	100%

2. Issues and impacts:

1. Different Schedules of Team Members:

- **Description:** The varying study schedules and personal commitments of team members make it difficult to organize a unified meeting time. This scheduling conflict affects the ability to hold regular team meetings.
- **Impact:** This leads to challenges in communication and coordination, resulting in delays in task completion and overall project progress.

2. Missed Deadlines:

- **Description:** Some tasks have not been completed by the set deadlines.
- **Impact:** Delays in completing tasks can push back the project timeline and increase the workload on team members as they try to catch up.

3. Unclear Cost and Risk Predictions:

- **Description:** The team is currently uncertain about how to accurately predict the costs and potential risks associated with the project.
- **Impact:** This lack of clarity can lead to budget overruns, unforeseen issues, and a higher likelihood of project failure if risks are not properly managed.

3. Next week's goals:

STT	Description	Due Date	Responsibility
1	Revise the Project Plan and Vision Document	11/11/2024	All team's members
2	Add the Project Estimate Section (Costs, Income, Expenses for the Project)	10/11/2024	Thư + Hiếu
3	Brainstorm and add the Risk Management Section	10/11/2024	Phát + Quân + Tín