

**RESEARCH & DEVELOPMENT PROJECT
CYCLE 13 - PROJECT VN01
WEEKLY REPORT
23/10/2022 - 29/10/2022**

Current Sprint: Project Proposal

Kanboard: <https://rnd-cycle13-vn01.atlassian.net/jira/software/c/projects/RC1V/boards/2>

Current:

- **To do: 0 tasks**
- **In progress: 3 tasks**
- **Done: 12 tasks**

I. Weekly Goals

1. Goals for this week

1. Merge parts and format the final version for the Project Proposal document
2. Build the detailed plan for each month during the implementation of the project
3. Complete the presentation slide and script for the Project Proposal presentation

2. Goals for next week

1. Deliver the Project Proposal presentation
2. Conclude the Project Proposal Sprint and Proposal phase
3. Begin the first research week of Research phase (estimated reviewing 5 papers / member)
4. Agree with the Client about requesting for changing the approach of the project

II. Detailed Progress report

1. Lê Trần Bá Tân (HCMUS: 1959035 - AUT: 21142355)

- **Finished:** Built the draft Work Breakdown Structure and the draft Gantt Chart for the timeline of the project
- **Finished:** Arranged a meeting with Dr. Nhan, discussed the change in requirements for the project in the next phases.
- **Finished:** Finished creating the slides for the proposal presentation
- **WIP:** Practice presenting, preparing for the Project Proposal presentation

2. Hồ Ngọc Thảo Trang (HCMUS: 1959040 - AUT: 21142358)

- Finished: Summarize and grammar checking the proposal draft
- WIP: Practice Presentation and found the solution to deal with client

3. Phạm Đình Chương (HCMUS: 1959002 - AUT: 21142643)

- Finished: Compose the presentation script for the Project Proposal
- WIP: Practice presenting, preparing for the Project Proposal presentation

4. Nguyễn Cao Nhân (HCMUS: 1959024 - AUT: 21142377)

- Finished: Finished merging and formatting the final version of the Project Proposal document
- Finished: Arranged another meeting with Dr. Liu, discussed about the requirements for the project in the next phases (PROBLEM RAISED, CHANGING IN THE APPROACH OF THE PROJECT => WILL DISCUSS FURTHER NEXT WEEK)
- Finished: Built the Work Breakdown Structure and the detailed Gantt Chart for the timeline of the project
- WIP: Practice presenting, preparing for the Project Proposal presentation

III. Feedback & Comments