

# Weekly Report (Week 2)

4/11/2024 – 11/11/2024

Group ID : 2

Project Name: Chat Bot

Team Members:

22127181 - Trần Gia Khang - *Project Manager*

22127021 - Phan Thế Anh - *Tester*

22127165 - Trần Quốc Huy - *Business Analyst*

22127361 - Nguyễn Hoàng Sang - *Designer*

22127372 - Phan Văn Tài - *Developer*

22127352 - Võ Anh Quân - *Developer*

## 1. Achievements since last week:

| STT | Description  | Due Date   | Responsibility | %Complete |
|-----|--|------------|----------------|-----------|
| 1   | Write Planning Document (section 4.2), update it consistent with Jira. | 12/11/2024 | Khang          | 100%      |
| 2   | Write Planning Document (section 1,2 and 3)                            | 12/11/2024 | Huy            | 100%      |
| 3   | Write Vision Document (section 3.2 and 3.3)                            | 12/11/2024 | Sang           | 100%      |
| 4   | Write Vision Document (section 3.1 and 3.4)                            | 12/11/2024 | Tài            | 100%      |
| 5   | Write Vision Document (section 2 and 5)                                | 12/11/2024 | Quân           | 100%      |
| 6   | Write Vision Document (section 1 and 2)                                | 12/11/2024 | Anh            | 100%      |
| 7   | Check and format report  | 14/11/2024 | All            | 100%      |

## 2. Issues and impacts:

There was a misunderstanding regarding the TA involvement, which has further impacted the team's ability to meet the expected timeline.

### 3. Next week's goals:

| STT | Description                      | Due Date   | Responsibility          |
|-----|----------------------------------|------------|-------------------------|
| 1   | Review Planning Document         | 21/11/2024 | Khang, Huy              |
| 2   | Review Vision Document           | 21/11/2024 | Sang, Tài,<br>Quân, Anh |
| 3   | Draw use case diagram            | 21/11/2024 | All                     |
| 4   | Check the use case specification | 21/11/2024 | All                     |