From: *Team Orange*
To: MC Martin
Subject: Weekly Progress Report – *March 3, 2019*

**Period:** 2/24/19-3/03/19  
**Hours:** 3  
**Hours to Date:** 15

**Accomplishments for week ending March 3, 2019**

1) Turned in final scope document  
2) Reviewed all the notes from all of the interviews with stakeholders

**Goals for week ending March 10, 2019**

1) Work on Stakeholder Register  
2) Work on Project Charter  
3) Work on Communication Plan

**Issues for week ending March 3, 2019**

1) We did not receive interview notes from the BA’s in a timely manner which affected the quality of the scope document.  
2) We have not had a formal meeting with BA’s in 2 weeks due to schedule conflicts.