

**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.