

**From:** TRAK Consultants (Tomson Lung, Rohit Pabbi, Anh Nguyen, and Kevin Hanie)  
**To:** MC Martin  
**Subject:** Weekly Progress Report – October 20, 2019

**Period:** 10/14/2019- 10/20/2019

**Actual Hours:** *number of hours worked by entire team in this period (list each member and their total hours)*

<b><u>Name of Team Member(s):</u></b>	<b><u>Actual Hours (current period):</u></b>
Rohit Pabbi	2.50
Anh Nguyen	2.50
Kevin Hanie	2.50
Tomson Lung	2.50

**Hours to Date:** *number of hours worked by entire team since the project started (list each member and their total hours)*

<b><u>Name of Team Member(s):</u></b>	<b><u>Actual Hours (total periods)</u></b>
Rohit Pabbi	20.50
Anh Nguyen	20.50
Kevin Hanie	20.50
Tomson Lung	20.50

#### **Accomplishments for week ending October 20th, 2019**

- 1) Used feedback from Professor Martin to improve the Project Charter.
- 2) Completed the 1st draft of the Budget.
- 3) Continued work on Change Management Plan and Risk Register.
- 4) Discussed among team members on how our research of the PM software is going.
- 5) Started looking at themes and templates for the website to meet the client's needs.

#### **Goals for week ending October 27th, 2019**

- 1) Finalize the project budget and be prepared to present in front of class the following week.

- 2) Have a team meeting to get updates on how everyone is doing, what we have completed so far, and what we still need to complete.
- 3) Continue work on building the layout of the website and organize content into pages.
- 4) Finalize the top 2 Project Management software that our team will pick and come up with the list of pros and cons for both of them.

**Issues:**

- 1) *We determined we were falling behind schedule on a couple of our deliverables, so we had a team meeting to refocus and get everything back on track.*