**From:** Team Somerset Software

**To:** MC Martin

**Subject:** Weekly Progress Report – September 21, 2019

**Period:** 09/15/19 – 09/21/19

**Actual Hours:**

Brandon Ayala – 3 hours

Jake Hofmann – 3 hours

James Himes – 3 hours

Vikrant Gokhale – 3 hours

H**ours to Date:**

Brandon Ayala – 3 hours

Jake Hofmann – 3 hours

James Himes – 3 hours

Vikrant Gokhale – 3 hours

**Accomplishments for week ending September 21, 2019**

1. Completed a 1st draft of the Project Charter
2. Worked on the 1st draft of WBS (work breakdown structure)

**Goals for week ending September 28, 2019**

1. Complete the 1st draft of the WBS
   1. Projected time: 30 minutes/ person
2. Complete the 1st draft of the Communication Plan
   1. Projected time: 45 minutes/ person
3. Complete the 1st draft of the Stakeholders Register
   1. Projected time: 45 minutes/ person
4. Compile a list of at least 5 potential software for the client
   1. Projected time: 30 minutes/ person

**Issues:**

1. We did not complete the 1st draft of the WBS on time because we did not have a clear understanding of what we should considered to be activities.