**From:** Somerset Software Solutions

**To:** MC Martin

**Subject:** Weekly Progress Report – October 13, 2019

**Period:** 10/7/19 – 10/13/19

***Actual Hours:***

Brandon Ayala – 4 hours

Jake Hofmann – 4 hours

James Himes – 5 hours

Vikrant Gokhale – 5 hours

***Hours to Date:***

Brandon Ayala – 13 hours

Jake Hofmann – 12 hours

James Himes – 11 hours

Vikrant Gokhale – 13.5 hours

***Accomplishments for week ending October 13, 2019***

1. Completed the 1st draft of the risk register
2. Completed the format for change requests
3. Continued work on the website
4. Continue research on new software

***Goals for week ending October 6, 2019***

1. Complete the 1st draft of the budget
   1. Projected time: .5 hrs / person
2. Complete the 1st daft of the change request
   1. Projected time: 1 hr total
3. Continue work on website
   1. Projected time: 1 hr/ person
4. Continue research on new software
   1. Projected time: .5 hrs / person

***Issues:***

1. We misunderstood what was required for our change request deliverable so we were not able to complete our first draft