**From:** Somerset Software Solutions

**To:** MC Martin

**Subject:** Weekly Progress Report – October 20, 2019

**Period:** 10/14/19 – 10/20/19

***Actual Hours:***

Brandon Ayala – 4 hours

Jake Hofmann – 4 hours

James Himes – 6 hours

Vikrant Gokhale – 3 hours

***Hours to Date:***

Brandon Ayala – 17 hours

Jake Hofmann – 16 hours

James Himes – 17 hours

Vikrant Gokhale – 16.5 hours

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

1. Finished final drafts of: WBS, Communication Plan, Change Management Form, RACI, Stakeholder Register, Schedule
2. Continued work on the website
3. Continue research on new software
4. Completed the 1st draft of the budget

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

1. Complete the final draft of the budget
	1. Projected time: 1 hour total
2. Continue work on website
	1. Projected time: 1.5 hours total
3. Continue research on new software
	1. Projected time: .5 hrs / person

***Issues:***

1. None