**From:** Somerset Software Solutions

**To:** MC Martin

**Subject:** Weekly Progress Report – October 27, 2019

**Period:** 10/21/19 – 10/27/19

***Actual Hours:***

Brandon Ayala – 4 hours

Jake Hofmann – 3.5 hours

James Himes – 6 hours

Vikrant Gokhale – 4 hours

***Hours to Date:***

Brandon Ayala – 21 hours

Jake Hofmann – 19.5 hours

James Himes – 23 hours

Vikrant Gokhale – 20.5 hours

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

1. Continued work on the website
2. Finalized research on new software tools
3. Finalized schedule

***Goals for week ending November 3, 2019***

1. Complete website
   1. Projected time: 2 hours total
2. Generate deliverables using software of choice
   1. Projected time: 1.5 hours total
3. Complete scorecard
   1. Projected time: .5 hrs / person

***Issues:***

1. One employee (Brandon) got sick so he fell behind on his goals (mainly finalizing the website).