**From:** Somerset Software Solutions

**To:** MC Martin

**Subject:** Weekly Progress Report – October 6, 2019

**Period:** 09/30/19 – 10/06/19

**Actual Hours:**

Brandon Ayala – 2.5 hours

Jake Hofmann – 2 hours

James Himes – 2 hours

Vikrant Gokhale – 2.5 hours

**Hours to Date:**

Brandon Ayala – 9 hours

Jake Hofmann – 8 hours

James Himes – 6 hours

Vikrant Gokhale – 8.5 hours

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

1. Created our website
   1. Started formatting website
2. Completed the 1st draft of the communication plan
3. Began research for new software

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

1. Complete the 1st draft of the risk register
   1. Projected time: .5 hrs / person
2. Complete the 1st draft of the change management plan
   1. Projected time: 1 hr/person
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. No issues this week