

Progress Report for week ending, March 4th

From: Thomas Edison (Caroline Lykhokon, Nick Napolitan, Eric Donohue, Anthony Mignona)

Period: 02/26/18-03/04/18

Hours: 2

Hours to Date: 22

Accomplishments:

- Consistent weekly meetings with some of the BA's
- Draft of WBS
- Reviewed the BA's scope document that was critiqued by Steve Scarlow
- Completed Draft Budget

Goals for week ending March 18, 2018:

- Create a well-organized list of stakeholders
- Org chart
- RACI chart
- Finalize breakdown of roles for BA's
- Catch up on project documents.
- Help prototype developers with JustInMind

Issues:

- Behind on project documentation.
- There is no time available for us to meet at the same time.