**From:** *Konstantin Bauman fan club*

**To:** MC Martin

**Subject:** Weekly Progress Report – *September 29*, 2019

**Period:** *09*/*22*/*19*-*09*/*29*/*19*

**Actual Hours:**

*Erin - 2 hours*

*Caitlyn - 2 hours*

*Chris - 1.5 hours*

H**ours to Date:**

*Erin - 7 hours*

*Caitlyn - 7 hours*

*Chris - 6.5 hours*

**Accomplishments for week ending September 22, 2019**

1. *Completed Project Charter- the team revised and submitted the final draft of the project charter to the client*
2. *WBS and Scheduling - worked to revise and edit WBS document and final schedule in order to coordinate budget*
3. *Began discussing deliverables including communication plan, stakeholder register, and RACI chart.*

**Goals for week ending September 29, 2019**

1. *Continue to add information to outstanding deliverables while maintaining due dates.*
2. *Make sure to keep communication open in order to keep project flow constant.*
3. *Remain agile in dealing with new information regarding the project.*

**Issues:**

1. *Creating Schedule - The team is trying to find the appropriate amount of time each task will take to complete but without further research this is difficult to accomplish.*
2. *Finding a meeting time - coordinating a meeting time that works for all team members has been challenging and is a work in progress*