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

**To:** MC Martin

**Subject:** Weekly Progress Report – *October 13*, 2019

**Period:** *10/06*/*19*-*10*/*13*/*19*

**Actual Hours:**

*Erin - 1 hour*

*Caitlyn - 1 hour*

*Chris - 1 hour*

**Hours to Date:**

*Erin - 11 hours*

*Caitlyn - 10 hours*

*Chris - 11.5 hours*

**Accomplishments for week ending October 13, 2019**

1. *Completed final draft of schedule and final draft of WBS.*
2. *Started the website and chose theme for site.*
3. *Created and began working on the risk register and change management plan.*

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

1. *Finish the risk register and change management plan deliverables.*
2. *Continue to make progress on the final website.*
3. *Continue research PM software tools to find the most appropriate option for the client.*
4. *Begin drafting the budget of this project.*

**Issues:**

1. *Balancing and keeping track of our actual hours in regards to our expected hours.*
2. *Could not find a time to meet this week due to personal scheduling differences.*