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

**To:** MC Martin

**Subject:** Weekly Progress Report – *October 20*, 2019

**Period:** *10/13*/*19*-*10*/*20*/*19*

**Actual Hours:**

*Erin - 1.5 hour*

*Caitlyn - 2 hour*

*Chris - 1.5 hour*

**Hours to Date:**

*Erin - 12.5 hours*

*Caitlyn - 12 hours*

*Chris - 13 hours*

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

1. *Finalized drafts of the risk register and change management plan deliverables.*
2. *Continued to make progress on the final website.*
3. *Continued to research PM software tools to find the most appropriate option for the client.*
4. *Began drafting the budget of this project in accordance with the project’s schedule.*

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

1. *Complete the final draft of the budget and present deliverable to class for feedback.*
2. *Finalize website and start uploading documents/deliverables onto site.*

**Issues:**

1. *Keeping track of actual times spent on certain deliverables when delegating work amongst the team.*
2. *Incorporated budget items into our initial schedule, so we had to split those into two separate deliverables.*