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

**To:** MC Martin

**Subject:** Weekly Progress Report – *October 27*, 2019

**Period:** *10/20*/*19*-*10*/*27*/*19*

**Actual Hours:**

*Erin - 5.5 hour*

*Caitlyn - 4 hour*

*Chris - 6 hour*

**Hours to Date:**

*Erin - 18 hours*

*Caitlyn - 16 hours*

*Chris - 19 hours*

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

1. *Completed the final draft of the budget.*
2. *Compared 3 project management software tools, evaluated them against our scorecard for the client’s requirements and chose the best solution.*
3. *Continued to make progress on the final website and began to upload final deliverables onto the site.*

**Goals for week ending November 1, 2019**

1. *Input final actuals into the budget and calculate how much the balance was over or under for each item.*
2. *Finalize deliverables, finish website and end the project.*

**Issues:**

1. *Website logistics*