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

**To:** MC Martin

**Subject:** Weekly Progress Report – *October 6*, 2019

**Period:** *09*/*29*/*19*-*10*/*06*/*19*

**Actual Hours:**

*Erin - 3 hours*

*Caitlyn - 2 hours*

*Chris - 4 hours*

H**ours to Date:**

*Erin - 10 hours*

*Caitlyn - 9 hours*

*Chris - 10.5 hours*

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

1. *Completed deliverables started in previous week - the team has finished the RACI chart, communication plan, and stakeholder register this week*
2. *Began discussing deliverables including the risk register and change management plan*

**Goals for week ending October 6, 2019**

1. *Continue to review and revise deliverables - make iterations to WBS and schedule*
2. *Begin research - each team member will begin looking into Project Management software tools that will be appropriate for the client*
3. *Start website - the team will discuss high level aspects of the website we will create and initiate that aspect of the project*

**Issues:**

1. *Website Creation - the team was struggling to find the appropriate platform, in order to create the team website*
2. *Scheduling - the team feels they are not on pace with their schedule and need to allocate resources better in order to get back on track*