

From: Hady Lamarr

To: MC Martin

Subject: Weekly Progress Report – February 11, 2018

Period: 02/04/18 - 02/11/18

Hours: 5 Hours to Date: 5

Accomplishment for week ending in February 11, 2018

- 1) Established communications with the BAs and reviewed their project notes and interview 1 questions
- 2) Introduction meeting with the BA
- 3) Went to BA's first interview
- 4) Set a meeting schedule with the BAs and scheduled a second meeting with BAs
- 5) Planned each of PM's roles and responsibilities that come with each role
- 6) Reviewed BA's first interview notes and second interview questions

Goals for week ending in February 18, 2018

- 1) Conduct meeting with the BAs to review their second interview notes and other questions
- 2) Go to BA's second interview to learn more about the project and the company
- 3) Get more familiar with microsoft project
- 4) Continue to work on WBS and other documents for class

Issues:

- 1) BAs don't seem willing to meet, so we've decided to conduct bi-weekly meetings rather than weekly meetings for now
- 2) BAs are still very confused about their project and are unsure of how to proceed from here
- 3) SuperBowl schedule which interfered with our first meeting with the BAs

