

From: Team Hady Lamarr (Cindy Lian, Sam Loch, Dave Durkee)

To: MC Martin

Subject: Weekly progress report - March 18, 2018

Period: 2/11 - 2/18

Hours: 10     Hours to date: 24

Accomplishment for week ending in March 18, 2018

- Completed the RACI chart, stakeholder register, and Org chart
- Communicated with the BAs to ensure they are on track
- Completed WBS tasks
- Scheduled our next meeting with the BAs for the coming week

Goals for week ending March 25, 2018

- Edit the RACI chart, stakeholder register, and Org chart
- Continue working on the WBS tasks
- Meet with the BAs and discuss their project roles

Issues:

- Difficulty scheduling meetings due to exams
- Team needed a little time to adjust from spring break