

From: *Hedy Lamarr*

To: MC Martin

Subject: Weekly Progress Report – 4/22/18

Period: *mm/dd/yy-mm/dd/yy*

Hours: 22 **Hours to Date:** 101

Accomplishments for week ending Month_Day, 2018

- 1) Final meeting with the BAs and checked their progress on their project
- 2) Started close out reports
- 3) Finalized most of our documents

Goals for week ending Month_Day, 2018

- 1) Meet with Professor Martin for documentation revision/feedback
- 2) Go to BA's presentation
- 3) Finish finalize all documents
- 4) Finalize WBS after the BAs present
- 5) Prepare binder and print final documents

Issues:

- 1) PMs and BAs are all busy due to multiple projects/exams, hard to schedule a meeting