

From: *Hady Lamarr*
To: MC Martin
Subject: Weekly Progress Report – 4/8, 2018

Period: 4/1/2018 – 4/8/2018
Hours: 20 *period* **Hours to Date:** 64

Accomplishments for week ending 4/8 2018

- 1) Updated the latest WBS
- 2) Finished budget
- 3) Finished Risk management plan
- 4) Met with the BAs to track their progress for the remaining of the semester
- 5) Went over documents with BAs to ensure everything is correct and complete

Goals for week ending Month_Day, 2018

- 1) Finish finalizing all documents except for WBS and other files that require changes
- 2) meet with the BAs again to offer help on JustinMind and their final presentation
- 3) work on CTO elevator pitch and status update

Issues:

- 1) BAs need a lot of work on Justinmind, especially with data validations
- 2) Some of our BAs will be gone for the AIS competition, which would require other team members to work more on their projects