**From:** *Team Singapore*

**To:** MC Martin

**Subject:** Weekly Progress Report – *March 3*, 2019

**Period:** *02*/*25*/*19*-*03*/*02*/*19*

**Hours:** *12*  **Hours to Date:** 39

**Accomplishments for week ending February 24, 2019**

*1) Met with BA’s to review JustinMind best practices with BA’s*

*2) Set up communication channel exclusively for PM’s*

*3) Conducted weekly meeting with BA’s*

*4) PM’s finalized and submitted the scope document*

*5) Discussed BA & PM work for over the break*

**Goals for week ending March 3, 2019**

*1) Set objectives to complete during the upcoming spring break.*

*2) Establish WebEx check-in during the break.*

*3) Teach BA’s to become proficient with JustInMind.*

**Issues:**

*1) We need to communicate the timeline of our project better.*

*2) We have meetings with almost everyone, but we should find a time that’s possibly on the weekends, where everyone (BA’s & PM’s) can meet.*