**From:** *Team Singapore*

**To:** MC Martin

**Subject:** Weekly Progress Report – *March 17*, 2019

**Period:** *03*/*11*/*19*-*03*/*17*/*19*

**Hours:** *11*  **Hours to Date:** 50

**Accomplishments for week ending March 17, 2019**

*1) Met with BA’s to review any progress made over break.*

*2) Created schedule for work on RACI chart & WBS.*

*3) Exchanged course materials and business rules to keep BA’s & PM’s up to date on project content.*

**Goals for week ending March 17, 2019**

*1) Review BA’s screenflows and personas*

*2) Review BA’s business rules*

*3) Designate BA’s with tasks according to expertise in JustInMind and business rule writing.*

**Issues:**

*1) We assign topics to cover for the weekly meetings, but we need to create talking points that we follow better to keep a more focused meeting.*

*2) We need to create a more collaborative work environment so we can work more efficiently on assignments.*

*3) We need to meet more as PM’s to complete deliverables. This will allow us to receive better feedback during our class workshops.*