**From:** *Team Singapore*

**To:** MC Martin

**Subject:** Weekly Progress Report – *April 7*, 2019

**Period:** *03/31/19*-*0*4*/07*/*19*

**Hours:** *7*  **Hours to Date:** 76

**Accomplishments for week ending March 31, 2019**

*1) Further developed budget*

*2) Met with BA’s to discuss progress on the prototype and personas*

*3) Scheduled upcoming meetings with the BA’s*

*4) BA’s finished a draft of their Use Cases.*

*5) BA’s finished data schemas.*

*6) BA’s created a dashboard for their functional prototype. They are making good progress with the prototype’s UX/UI.*

**Goals for week ending April 12, 2019**

*1) Create and finalize risk management plan*

*2) Create and finalize quality management plan*

*3) Meet with the BA’s on 4/12*

*4) Complete rough draft of Agile presentation*

*5) BA’s to create a first draft of the prototype and review it with Professor Lavin.*

**Issues:**

*1) We still need to have a group meeting with all PM’s & BA’s present. We can schedule this for upcoming weekend or the weekend after to have a mock presentation of the prototype.*

*2) Implement a way to reward BA’s with small wins as a motivational tool.*