**From:** *Team Singapore*

**To:** MC Martin

**Subject:** Weekly Progress Report – *April 14*, 2019

**Period:** *04/07/19*-*0*4*/14*/*19*

**Hours:** *8*  **Hours to Date:** 84

**Accomplishments for week ending April 14, 2019**

*1) created risk management plan*

*2) created quality management plan*

*3) met with BA’s on 4/12*

*4) completed rough draft of agile presentation*

*5) BA’s met with Professor Lavin*

*6) BA’s making great progress on prototype development*

**Goals for week ending April 21, 2019**

*1) BA’s begin creating presentation*

*2) PM’s to meet with Professor Martin*

*3) schedule a day to have a mock presentation with the BA’s*

*4) Comprehensive review of all PM deliverables to date*

**Issues:**

*1) Negotiating meeting date, time and guaranteeing attendance*

*2) Getting PM’s & BA’s together to meet at one time*

*3) Creating urgency with BA’s to develop story for final presentation*

*4) Not all BA’s have been responsive with submitting a photo of themselves for the organizational chart*