

### Journal Entry 1:

This week the BAs created their individual scope documents and reviewed together them in class. The PMs created the rough drafts of a risk, change, quality, and communication management plan. Then, on Thursday, three of the five BAs and both of the PMs met to discuss these deliverables and make suggestions about what to fix in each document. In this meeting, we also discussed the WBS, specifically what tasks should be completed next week. We decided that the BAs should upload their interview questions by Tuesday night and then the PMs will look over them Wednesday so that the final list of questions is ready for the Interview Thursday. We also planned our next group meeting for Thursday night, after the interview is completed. During that meeting, we will discuss what occurred in the interview, as well as, review the BAs scope document and any other deliverables that have been created during the week. If any questions arise before our next group meeting, the team members can reach out to one another through our group email or our group text.