**From:** *Green Team*

**To:** MC Martin

**Subject:** Weekly Progress Report – *October 06*, 2019

**Period:** *09*/*30*/*2019*-*10*/*06*/*2019*

**Actual Hours:**

Andrew Pischke – 6 hours

Graham Geiger – 6 hours

Ngyuen Phan – 6 hours

Thomas Yan - 6 hours

H**ours to Date:**

Andrew Pischke – 24 hours

Graham Geiger – 24 hours

Ngyuen Pham – 24 hours

Thomas Yan – 24 hours

**Accomplishments for week ending October 06, 2019**

1. *Completed our Communication plan*
2. *Drafted our Stakeholders Register*
3. *Drafted our RACI Chart*
4. *Drafted Change Management Plan*

**Goals for week ending October 06, 2019**

1. *Draft our risk register*
2. *Complete Change Management Plan*
3. *Begin Building Website*

**Issues:**

1. *Find a weekly schedule for all our team members to meet up consistently.*
2. *Staying on top of every assignment and the overall schedule for the project*