**From:** *Green Team*

**To:** MC Martin

**Subject:** Weekly Progress Report – *October 13*, 2019

**Period:** *10*/*06*/*19*-*10*/*13*/*19*

**Actual Hours:**

Andrew Pischke – 6 hours

Graham Geiger – 6 hours

Ngyuen Phan – 6 hours

Thomas Yan - 6 hours

H**ours to Date:**

Andrew Pischke – 30 hours

Graham Geiger – 30 hours

Ngyuen Pham – 30 hours

Thomas Yan – 30 hours

**Accomplishments for week ending October 13, 2019**

1. *Completed our Stakeholders Register*
2. *Drafted our Schedule plan*
3. *Drafted Change Management Plan*
4. *Drafted Risk Register*

**Goals for week ending October 20, 2019**

1. *Complete Budget plan*
2. *Complete Change Management Plan*
3. *Keep Building Website*

**Issues:**

1. *Find a weekly schedule for all our team members to meet up consistently.*