**From:** *Green Team*

**To:** MC Martin

**Subject:** Weekly Progress Report – *October 20*, 2019

**Period:** *10*/*13*/*19*-*10*/*20*/*19*

**Actual Hours:**

Andrew Pischke – 8 hours

Graham Geiger – 8 hours

Ngyuen Phan – 8 hours

Thomas Yan - 8 hours

H**ours to Date:**

Andrew Pischke – 38 hours

Graham Geiger – 38 hours

Ngyuen Pham – 38 hours

Thomas Yan – 38 hours

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

1. *Completed Change Management Plan*
2. *Completed Risk Register*

**Goals for week ending October 27, 2019**

1. *Complete final project schedule deliverable*
2. *Complete final project budget deliverable*
3. *Prepare for presentation of schedule and budget for Oct. 23*
4. *Draft status report format*
5. *Draft closing documents*

**Issues:**

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