**From:** *Green Team*

**To:** MC Martin

**Subject:** Weekly Progress Report – *October 27*, 2019

**Period:** *10*/*20*/*19*-*10*/*27*/*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 – 46 hours

Graham Geiger – 46 hours

Ngyuen Pham – 46 hours

Thomas Yan – 46 hours

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

1. *Completed final project schedule deliverable*
2. *Completed final project budget deliverable*
3. *Prepared for presentation of schedule and budget for Oct. 23*
4. *Drafted status report format*
5. *Drafted closing documents*

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

1. *Complete status report format*
2. *Complete closing documents*
3. *Complete website*