**From:** Bora Bora

**To:** MC Martin

**Subject:** Weekly Progress Report – February 24th, 2019

**Period:** 01/20/19-02/24/19

**Hours:** 90 **Hours to Date:** 90

**Accomplishments for week ending February 24th, 2019**

1. Formed team and exchanged information.
2. Attended first interview to begin gathering requirements of project.
3. Worked on team scope document.

**Goals for week ending March 3rd, 2019**

1. Meet with team to discuss upcoming deadlines
2. Divide labor
3. Plan schedule of events for project.

**Issues:**

1. BAs have been difficult to get responses from. Initial emails were left unanswered. Did not engage with the PMs until PMs directly asked to be added to group materials. Since then, BAs have become more responsive.