

**From:** *Green Team*

**To:** MC Martin

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

**Period:** *02/18/19-02/24/19*

**Hours:** *2 Hours*   **Hours to Date:** 6 hours

**Accomplishments for week ending February\_24, 2019**

- 1) *Created, edited, and finalized scope document - this includes meeting with the BAs to discuss their work on the scope document, as well as revising it to make improvements and add information in the PM section.*
- 2) *Completed drafts for a project charter, communications plan, and problem statement.*
- 3) *Created set team schedule for BAs to meet to discuss portions of project.*

**Goals for week ending March\_3, 2019**

- 1) *Submit the finalized scope document.*
- 2) *Work on project charter and communication plan.*
- 3) *Meet with BAs to see their progress on the project.*

**Issues:**

- 1) *An issue we are having with the project is an inconsistency in finding a meeting time that works for the majority of the BAs and the PMs. We have also had some issues with the BAs' lack of communication with us, specifically over work on the scope document.*