

From: *Green Team*
To: MC Martin
Subject: Weekly Progress Report – *March 24, 2019*

Period: *03/18/19-03/24/19*
Hours: 6 **Hours to Date:** 15

Accomplishments for week ending March_24, 2019

- 1) *Complete the WBS*
- 2) *Work on draft of the project budget*
- 3) *Meet with BAs to discuss project progress*

Goals for week ending Month_Day, 2019

- 1) *Complete project budget*
- 2) *Draft final copies of previous documentation*
- 3) *Meet with Justin to review the deliverables we have so far*

Issues:

- 1) *Some of the BAs have been failing to show up to meetings or have not been prioritizing meetings that were previously arranged*
- 2) *Communication between roles and deadlines is sometimes an issue*