

**From:** Canada

**To:** MC Martin

**Subject:** Weekly Progress Report – 3/24/ 2019

**Period:** 3/18/2019 – 3/24/2019

**Accomplishments for week ending March 24<sup>th</sup>, 2019**

**Hours:**8 **Hours to Date:** 35

Team Meeting – 40 minutes

WBS Rough Draft – 20 minutes

Improvement of Project Charter – 1 hour

Finalization of RACI chart – 1 hour

Business Rules – 2 hours

Improvement of Scope Document – 1 hour

Prototype Rough Draft – 2 hours

**Goals for week ending March 3<sup>rd</sup>, 2019**

- Finalize Scope Document
- Complete WBS Rough Draft
- Finalize Business Rules
- Finalize Project Charter

**Issues:**

- Team member responsible for WBS does not have at home access to Microsoft Project so progress has been limited.