

From: Canada

To: MC Martin

Subject: Weekly Progress Report – 04/21/ 2019

Period: 04/15/2019 – 04/21/2019

Accomplishments for week ending April 21st, 2019:

Hours: 20 Hours to Date: 77

Finalization of WBS - 3 hours

Prototype Development – 6 hours

Finalization of presentation – 6

Project Status Report – 1 hour

Solution Video Recording – 3 hours

Presentation Practice - 1

Goals for week ending April 27th, 2019:

- Close out Report
- Close Project

Issues:

- Shift in responsibility after on video recording assignment after responsible team member was not able to complete it.