

From: Ali Jamal, Nik Fuchs, Kanika Vuth

To: MC Martin

Subject: Weekly Progress Report – October 21, 2018

Period: 10/15/18 - 10/21/18

Hours: 7 hours

Hours to Date: 23 hours

Accomplishments for week ending October 21, 2018

- 1) Drafted stakeholders list
- 2) Prepared RACI chart, and org chart

Goals for week ending October 28, 2018

- 1) Revise budget plan
- 2) Revise communication plan
- 3) Get update from engineering team

Issues:

- 1) Communication issue with Engineering team