# Progress Report for Week Ending, February 11

**From:** Ellen Ochoa

**To:** MC Martin

**Subject:** Weekly Progress Report – Feb 11, 2018

**Period:** *02*/*04*/*18*-*02*/*11*/*18*

**Hours:** 1 H**ours to Date:** 3

**Accomplishments for week ending February\_11, 2018**

1. *Created Problem Statement.*
2. *Started Project Charter.*
3. *Scheduled a meeting with BA team.*

**Goals for week ending February\_18, 2018**

1. *Meet with BA team to set short term and long term goals.*
2. *Figure out individual project roles and responsibilities.*
3. *Attend next interview on February 13th.*

**Issues:**

1. *Figuring out a set weekly meeting time that fits every team member’s schedules.*