

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 **Hours 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.*