

Progress Report for Week Ending, February 18

From: Ellen Ochoa (Nina Sjostrom, Andrew Min, Khuong Tang)

To: MC Martin

Subject: Weekly Progress Report – Feb 18, 2018

Period: 02/12/18-02/18/18

Hours: 3 **Hours to Date:** 6

Accomplishments for week ending February_11, 2018

- 1) *Started a group message with Project Managers.*
- 2) *Started a group message with Project Managers and Business Analysts.*
- 3) *Created a team drive for all Project Managers and Business Analysts.*
- 4) *Met with BA's for the first time as a group.*
- 5) *Discussed project logistics and a tentative schedule up until next and final client interview.*
- 6) *Went and assisted BA's with their client questions at the second interview.*

Goals for week ending February_18, 2018

- 1) *Decide on which day we will have our weekly meetings.*
- 2) *Have a meeting with Project Managers to discuss WBS.*
- 3) *Attend final client interview.*

Issues:

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