

Progress Report for Week Ending, February 25

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

To: MC Martin

Subject: Weekly Progress Report – Feb 25, 2018

Period: 02/19/18-02/25/18

Hours: 5 **Hours to Date:** 11

Accomplishments for week ending February_25, 2018

- 1) *Discussed and scheduled tentative a meeting with BA groups*
- 2) *Decided a tentative schedule meeting time for PMs.*
- 3) *Discussed the project logistics with the BAs in the group message.*
- 4) *Start to work on the budget deliverable.*

Goals for week ending March_4, 2018

- 1) *Utilized a spreadsheet to schedule a set time for meeting with BAs.*
- 2) *Discuss more with the BAs about who does what and their project progress.*
- 3) *Have a meeting between PM team members to work on the WBS, project charter, and the budget.*
- 4) *Attend final client interview.*

Issues:

- 1) *Figuring out a set weekly meeting time that fits every PMs' schedules to work on the deliverables.*