Progress Report for Week Ending, March 4th

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

**To:** MC Martin

**Subject:** Weekly Progress Report – March 4th, 2018

**Period:** 02/25/18-03/04/18

**Hours:** 7 **Hours to Date:** 18

**Accomplishments for week ending March\_04, 2018**

1. *Met with the BA team and reviewed Amy Lavin’s notes on the team scope document.*
2. *Made proper edits to the team scope document.*
3. *Discussed interview questions and created a list.*
4. *Decided on a finalized meeting time for the entire team.*
5. *Started filling up a decent amount of the project charter.*

**Goals for week ending March\_11, 2018**

1. *Progress on the project charter*
2. *Try to meet over break to get more work done.*
3. *Create a well-organized list of your stakeholders, an org chart, and a RACI chart.*

**Issues:**

1. *The BA team has not designated roles and responsibilities*