Progress Report for Week Ending, March 18th

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

**To:** MC Martin

**Subject:** Weekly Progress Report – March 18th, 2018

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

**Hours:** 7 **Hours to Date:** 25

**Accomplishments for week ending March 18, 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. *Finalized scope document.*
4. *Discussed and decided on roles and responsibilities for BA’s.*
5. *Made progress on Project Charter.*
6. *Finalized problem statement.*
7. *Created first draft of RACI chart, org chart, and stakeholder register.*

**Goals for week ending March 25, 2018**

1. *Make more progress on RACI Chart and stakeholder register.*
2. *Meet with BA’s and help with storyboarding prototype.*
3. *Help BA’s with use cases and scenario.*
4. *Revise budget for our project.*

**Issues:**

1. *BA’s are starting to lose motivation on coming to our weekly meetings so some of them have stopped coming.*