

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.*