

From: Bill Gates (Lauren Soentgen, Hung Dau, Cassidy Rimberg)
To: MC Martin
Subject: Weekly Progress Report – February 8, 2018

Period: 02/04/18-02/11/18

Hours: 6 **Hours to Date:** 10

Accomplishments for week ending February 11, 2018

- 1) Received and excel of all team members contact information (both PMs and BAs)
- 2) Started group message of project managers.
- 3) Started group message for project managers and business analysts.
- 4) Met with business analysts for the first time.
- 5) Set up future meeting to continue communication next week (Week of February 18, 2018)
- 6) Business Analysts created individual scope document and shared with project managers
- 7) Business Analysts created interview notes from first interview and shared with project managers.

Goals for week ending February 18, 2018

- 1) Meet with BAs again to create questions for the second interview.
- 2) Finish our first draft for WBS.
- 3) Assign each team member a role in the project. (example: documentation or just in mind)
- 4) Make sure each BA has installed Just In Mind.
- 5) Business Analysts will create team scope, turn in to professor and show project managers.

Issues:

- 1) Business Analysts do not seem eager to meet/having trouble figuring out when to meet.
- 2) The BAs have some trouble connecting to Justinmind.