

**From:** Bill Gates (Lauren Soentgen, Hung Dau, Cassidy Rimberg)

**To:** MC Martin

**Subject:** Weekly Progress Report – February 18, 2018

**Period:** 02/12/18-02/18/18

**Hours:** 12    **Hours to Date:** 20

**Accomplishments for week ending February 11, 2018**

- 1) Received copy of BA scope document.
- 2) Edited scope document with BAs to ensure that it was correct and had no scope creep.
- 3) Completed the first draft of scope document.
- 4) Went to second interview to assist BAs with client questions.
- 5) Resolved the BAs' issue of downloading Justinmind

**Goals for week ending February 18, 2018**

- 1) Decide on which day of the week to meet with BAs.
- 2) Schedule meeting of PMs to discuss WBS.
- 3) Figure out which BAs will take on what role/what assignment. (documentation vs. JustinMind)

**Issues:**

- 1) Many BAs and PMs have conflicted schedules so there is some trouble with schedule the right time for all to meet.