

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

To: MC Martin

Subject: Weekly Progress Report – March 18, 2018

Period: 03/12/18-03/18/18

Hours: 6 **Hours to Date:** 37

Accomplishments for week ending March 18, 2018

- 1) Determined which BA will do prototype and documentation.
- 2) Finished RACI chart.
- 3) Met with some of the BAs to create a schedule of splitting up meeting times to best work with everyone's schedule. (Wed= prototype, Tues= documentation, Thurs= everyone)

Goals for week ending March 10, 2018

- 1) Meet with documentation team to go over the project deliverables they need for the need of the project and determine which parts they can start now (before prototype is finished ie: persona)
- 2) Determine day where all BAs and PMs can meet. (urgent)
- 3) See outline of prototype, with at least the landing page finished in JIM
- 4) See completed data master.
- 5) Finish scope document.

Issues:

- 1) BAs and PMs are still having a struggle finding times to meet with everyone's schedule. The BAs have not met as a complete team yet.
- 2) BAs have poor communication between each other, impacting their ability to start project items.