From: Ayn Rand  
To: MC Martin  
Subject: Weekly Progress Report – February 11, 2018

Period: 02/04/18-02/11/18  
Hours: 16 Hours to Date: 8

Accomplishments for week ending February\_11 2018

1) Created Problem Statement to identify the importance of the project  
2) Established a communication with the business analyst team  
3) Met with BA team to increase their urgency in deciding personal roles in project  
4) Scheduled a follow-up meeting to learn role distribution the BA team has decided, brainstorm any extra interview questions, review scope draft  
5) Meet to start 2nd deliverables needed in 3535 schedule

Goals for week ending Month\_Day, 2018

1) Meet with BAs as scheduled  
2) Know who is taking on each role  
3) Have at least one PM at the interview on tuesday  
4) Integrate Microsoft Project as tasks become more tangible

Issues:

1) Currently the BA team cannot access JustInMind to decide if they want to be on the documentation or the prototyping portion of the project