From: Ayn Rand  
To: MC Martin  
Subject: Weekly Progress Report – February 18, 2018

Period: 02/12/18-02/18/18  
Hours: 17 Hours to Date: 33

Accomplishments for week ending February\_18 2018

1. Met with BA team for kickoff meeting where we discussed goals and roles
2. Meeting to prepare for interview, draft scope, and discuss JustInMind
3. Drafted risk management plan, change management plan, and communication plan
4. Reviewed BA scope and gave feedback of recommended improvements

Goals for week ending February\_18, 2018

1) Schedule PM meeting for WBS  
2) Know who is taking on each role  
3) Email BA’s to find out what their independent meeting schedule looks like.  
4) Integrate Microsoft Project as tasks become more tangible

Issues:

1) BA team has expired link to access JustInMind which is hindering their ability to decide if they want to be on the documentation or the prototyping portion of the project