From: Ayn Rand  
To: MC Martin  
Subject: Weekly Progress Report – February 25, 2018

Period: 02/19/18-02/25/18  
Hours: 8.5 Hours to Date: 41.5

Accomplishments for week ending February\_25 2018

1. Made Draft Budget
2. Summarized Weekly Progress Reports
3. Communicated with BA team about utilizing BA weekly team meeting spreadsheet
4. Have all major tasks imputed on WBS

Goals for week ending March\_4, 2018

1) Continue work on WBS  
2) Know who is taking on each role!!!!  
4) Integrate Microsoft Project as tasks become more tangible

Issues:

1) Both PM and BA team had other commitments (exams!)