From: Team Teal
To: MC Martin
Subject: Weekly Progress Report – February 24, 2019

Period: 02/18/2019 - 02/24/2019
Hours: 8    Hours to Date: 18

Accomplishments for the week ending February 24, 2019
1. Completed scope document
2. Developed drafts for problem statement, project charter, communication plan, stakeholder register, risk management plan, quality management plan, and change management plan
3. Had a kick off meeting with the BAs
4. Completed two interviews with stakeholders

Goals for week ending March 3, 2019
1. Complete last interview with stakeholders
2. Meet the BAs to discuss project scope revision, Justinmind, and skill specifications
3. Complete second drafts for each of the documents above
4. Developed first draft for high-level WBS
5. Include all BAs in the next meeting

Issues:
1. Could not hold a meeting last week due to exams
2. Could not meet all BAs in person during the kick-off meeting due to the time conflict of classes
3. Finding a consistent time for all BAs and PMs to meet regularly due to conflicting availability