From: Team Teal - Quyen Le, Cong Ngo, Michelle Purnama
To: MC Martin
Subject: Weekly Progress Report – March 17, 2019

Period: 03/10/2019 - 03/17/2019
Hours: 10       Hours to Date: 35

Accomplishments for the week ending March 17, 2019
  1. Completed the drafts of stakeholders register, organizational chart, and RACI chart
  2. Reached out to BAs to get updates of their work and their preferences for task specialization in the project

Goals for week ending March 17, 2019
  1. Develop draft of high-level WBS
  2. Continue working on deliverables
  3. Hold a meeting between PMs and BAs to update each other’s status
  4. Assist BAs with Justinmind if needed
  5. Review BAs’ Business Rules document, updated Scope document, and Use Cases

Issues:
  1. Finding a consistent time for all BAs and PMs to meet regularly due to conflicting availability
  2. Our BAs still don’t have a regular meeting time set up among themselves
  3. PMs were not able to meet with BAs due to Spring Break