

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*