From: Team Teal - Quyen Le, Cong Ngo, Michelle Purnama
To: MC Martin
Subject: Weekly Progress Report – March 24, 2019

Period: 03/18/2019 - 03/24/2019
Hours: 10       Hours to Date: 45

Accomplishments for the week ending March 24, 2019
  1. PMs: Completed the draft for WBS
  2. BAs:
     a. Finished Business Rules document
     b. Had updated Scope Document reviewed by Project Advisor
  3. Scheduled another meeting where both BAs and PMs could attend

Goals for week ending March 24, 2019
  1. Develop a draft of the project budget
  2. Hold a meeting between PMs and BAs to go through Justinmind
  3. Review and finalize BAs’ Use Cases and Business Rules documents

Issues:
  1. Our BAs still don’t have a regular meeting time set up among themselves
  2. BAs do not reply to PMs’ emails and GroupMe messages