

**From:** *Team Teal*

**To:** MC Martin

**Subject:** Weekly Progress Report – *March 3, 2019*

**Period:** *02/25/2019 - 03/3/2019*

**Hours:** 7      **Hours to Date:** 25

**Accomplishments for the week ending March 3, 2019**

1. *Completed three interviews with stakeholders*
2. *Completed final draft of scope document and problem statement*
3. *Met the BAs to discuss next steps, including advising them to split the teams into documentation and prototyping*

**Goals for week ending March 17, 2019**

1. *Develop first draft of high-level WBS*
2. *Continue working on the following deliverables: project charter, communication plan, stakeholder register, risk management plan, quality management plan, and change management plan*
3. *Assist BAs with Justinmind if needed*
4. *Review BAs' Business Rules document*

**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*