

From: Team Teal - Quyen Le, Cong Ngo, Michelle Purnama
To: MC Martin
Subject: Weekly Progress Report – March 31, 2019

Period: 03/25/2019 - 03/31/2019

Hours: 20 **Hours to Date:** 65

Accomplishments for the week ending March 31, 2019

1. *PMs: Completed draft for budget*
2. *BAs:*
 - a. *Finished Use Cases Document*
 - b. *Finished 1st Draft of Prototype*
 - c. *Finished Personas*
 - d. *Set up a fixed weekly meeting time*
 - e. *Be more responsive to Groupme's messages and emails*
3. *Team: Held a meeting to finalize Use Cases Document and go over Justinmind*

Goals for week ending March 31, 2019

1. *PMs:*
 - a. *Finalize Project Budget*
 - b. *Finish 1st draft for Quality Management Plan*
2. *BAs: Finish Scenarios, 2nd Draft of Prototype and Data Schema*
3. *Team: Hold a meeting to update on progress*

Issues:

1. *BAs got started on Justinmind late.*