

From: *Team Teal - Quyen Le, Cong Ngo, Michelle Purnama*
To: MC Martin
Subject: Weekly Progress Report – April 14, 2019

Period: 04/08/2019 - 04/14/2019

Hours: 25 **Hours to Date:** 115

Accomplishments for the week ending April 14, 2019

1. *Scheduled a meeting with BAs to review their prototype and use cases*
2. *Completed drafts of Risk Management Plan, Change Management Plan, and Quality Management Plan*

Goals for week ending April 21, 2019

1. *Finalize Sprint Review*
2. *Assist BAs in finalizing their prototype and final presentation*
3. *Schedule a mock presentation with BAs*

Issues:

1. *BAs are not on the same page in terms of their current progress and end goals*