

**From:** Team Teal - Quyen Le, Cong Ngo, Michelle Purnama  
**To:** MC Martin  
**Subject:** Weekly Progress Report – April 21, 2019

**Period:** 04/15/2019 - 04/21/2019

**Hours:** 40     **Hours to Date:** 155

**Accomplishments for the week ending April 14, 2019**

1. *BAs:*
  - a. *Completed 2nd draft of prototype.*
  - b. *Finalized slide decks and use case scenarios for presentation.*
  - c. *Conducted 2nd trial run with Project Advisor.*
2. *PMs:*
  - a. *Finished Change Request Form and Project Status Report.*

**Goals for week ending April 28, 2019**

1. *Present deliverables to Project Sponsor.*
2. *BAs:*
  - a. *Finish the final version of the prototype.*
  - b. *Revise documentation based on feedback from Project Advisors.*
3. *PMs:*
  - a. *Finish Closeout documents.*
  - b. *Review deliverables and complete project binder*

**Issues:**

1. *Prototype version for the presentation was behind schedule.*
2. *BAs were unable to meet for a mock presentation with PMs.*