**From:** Team Italy

**To:** MC Martin

**Subject:** Weekly Progress Report – February 24, 2019

**Period:** 02/17/19-02/24/19

**Hours:** 6h 40 min **Hours to Date:** 6h 40 min

BA meeting 45 min

BA meeting 30 min

Scope Doc (BAs) 2 hr

Scope Doc (PMs) 45 min

Interview #1 1h 20 min

Interview #2 1h 20 min

**Accomplishments for week ending February 24, 2019**

1. Attended 2 interviews on 1/31/19 and 2/13/2019
2. Met with each other (BAs/PMs); Finalized meeting times
3. Completed Scope Document

**Goals for week ending February 24, 2019**

1. Creation of business rules
2. Project Role Assignment ( JustinMind vs Documentation)

**Issues:**

1. Issues learning software. BAs are struggling with JustInMind.
2. Communication methods in need of improvement. We need more than just a group chat