

**From:** Noah Gottlieb and Tym Rabchuk  
**To:** MC Martin  
**Subject:** Weekly Progress Report – *December 3rd, 2017*

**Period:** 11/12/17-12/03/17

**Hour this Week:** 4                      **Hours to Date:** 48

**Accomplishments for week ending December 3rd, 2017**

- 1) *Met with project delivery team and received project updates*
- 2) *Updated communications plan*

**Goals for week ending December 10<sup>th</sup>, 2017**

- 1) *Develop lessons learned documentation*
- 2) *Compile project documentation into a binder for review*

**Issues:**

- 1) *None - Project Delivery Team has been working well this week and are in a good position for end of semester success.*