# Progress Report for Week Ending, February 18

**From:** Ellen Ochoa (Nina Sjostrom, Andrew Min, Khuong Tang)

**To:** MC Martin

**Subject:** Weekly Progress Report – Feb 18, 2018

**Period:** *02*/*12*/*18*-*02*/*18*/*18*

**Hours:** 3 H**ours to Date:** 6

**Accomplishments for week ending February\_11, 2018**

1. *Started a group message with Project Managers.*
2. *Started a group message with Project Managers and Business Analysts.*
3. *Created a team drive for all Project Managers and Business Analysts.*
4. *Met with BA’s for the first time as a group.*
5. *Discussed project logistics and a tentative schedule up until next and final client interview.*
6. *Went and assisted BA’s with their client questions at the second interview.*

**Goals for week ending February\_18, 2018**

1. *Decide on which day we will have our weekly meetings.*
2. *Have a meeting with Project Managers to discuss WBS.*
3. *Attend final client interview.*

**Issues:**

1. *Figuring out a set weekly meeting time that fits every team member’s schedules.*