# Progress Report for Week Ending, February 25

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

**To:** MC Martin

**Subject:** Weekly Progress Report – Feb 25, 2018

**Period:** *02*/*19*/*18*-*02*/*25*/*18*

**Hours:** 5 H**ours to Date:** 11

**Accomplishments for week ending February\_25, 2018**

1. *Discussed and scheduled tentative a meeting with BA groups*
2. *Decided a tentative schedule meeting time for PMs.*
3. *Discussed the project logistics with the BAs in the group message.*
4. *Start to work on the budget deliverable.*

**Goals for week ending March\_4, 2018**

1. *Utilized a spreadsheet to schedule a set time for meeting with BAs.*
2. *Discuss more with the BAs about who does what and their project progress.*
3. *Have a meeting between PM team members to work on the WBS, project charter, and the budget.*
4. *Attend final client interview.*

**Issues:**

1. *Figuring out a set weekly meeting time that fits every PMs’ schedules to work on the deliverables.*