**From:** *Team Red - Jung Kim, Grace Laggan, Robert Ciccone*

**To:** MC Martin

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

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

**Hours:** 3 H**ours to Date:** 9

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

1. *Completed and finalized the project scope document (finding requirements of project with the BAs and PMs)*

**Goals for week ending March 3, 2019**

1. *Create at least 3 more questions for the next interview- Interview #3 is 3/26, and team needs to begin preparing thoughtful questions to ensure full understand project requirements*
2. *Identify and assign project roles (Justinmind team, documentation team, etc.)*
3. *Complete draft of risk management plan (part of planning stage)*
4. *Complete draft of change management plan (part of planning stage)*
5. *Complete draft of quality management plan (part of planning stage)*

**Issues:**

1. *Still need to fully understand the requirements of The Center for Public Health Law Research’s desired solution*
2. *Issues with coordinating meeting times with all team members- working to resolve, and find a set meeting time each week.*