**From:** *Red Team*

**To:** MC Martin

**Subject:** Weekly Progress Report – *April 21*, 2019

**Period:** *04*/*14*/*19*-*04*/*21*/*19*

**BA Hours:**  *7.75* **PM Hours:**  *3*   H**ours to Date:** 46.25

Meeting → 1.5 hours

Documentation→ 1.5 hours

BAs → 7.75 hours

**Accomplishments for week ending April 21, 2019**

1. *Agile assignment completed.*
2. *Prototype fully completed (BA Team)*
3. *Video shooting and audio recording completed (BA Team)*
4. *Change management plan and change request form created.*
5. *Actual budget and schedule are completed and compared with predicted budget and schedule.*

**Goals for week ending April 28, 2019**

1. *Complete change management plan and change request form.*
2. *Complete powerpoint presentation (BA Team)*
3. *Prepare and practice for powerpoint presentation 4/22 (BA Team)*
4. *Format and revise all documentation*
5. *Complete project binder.*

**Issues:**

1. *With the semester nearing an end, it is difficult to find meeting times.*