

**From:** Golda Meir  
**To:** MC Martin  
**Subject:** Weekly Progress Report – *February 25, 2018*

**Period:** 02/19/2018-02/25/2018

**Hours:** 5 hours **Hours to Date:** 15 hours

### **Accomplishments for week ending February 25, 2018**

- 1) Met with the business analysts to discuss plans, answer any questions they had, and work on prototype outline
- 2) Worked on WBS draft and budget draft
- 3) Continued editing all draft plans

### **Goals for week ending February 11, 2018**

- 1) Meet with BA's again to discuss progress
- 2) Continue editing all our draft plans
- 3) Create list of stakeholders and organizational chart for team
- 4) Create RACI chart showing roles and responsibilities

### **Issues:**

- 1) Only one team member has Microsoft Project on their computer
- 2) BA's are still learning how to navigate Just In Mind so we are doing our best to help with that