

**From:** *Golda Meir*

**To:** MC Martin

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

**Period:** *02/12/2018-02/18/2018*

**Hours:** 6      **Hours to Date:** 10

**Accomplishments for week ending February 18, 2018**

- 1) Worked on draft of scope document
- 2) Worked on work breakdown structure
- 3) Discussed with BA's how the second interview went

**Goals for week ending February 25, 2018**

- 1) Work on draft budget
- 2) Continue working on scope document, WBS, and all plan drafts
- 3) Meet in person with BA's to help them with anything they may need

**Issues:**

- 1) None of the PM's could make it to the second interview, but we did discuss with BA's how it went