

From: Golda Meir
To: MC Martin
Subject: Weekly Progress Report – *March 18, 2018*

Period: 03/12/2018-03/18/2018

Hours: 10 hours **Hours to Date:** 33 hours

Accomplishments for week ending March 18, 2018

- 1) Met with BA's for our weekly team meeting
- 2) Started first draft of RACI chart
- 3) Made list of stakeholders
- 4) Continued editing all draft plans

Goals for week ending March 25, 2018

- 1) Meet with BA's again to discuss progress, try to assign roles to specific people to create efficiency
- 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
- 5) Discuss current status of project and what we need to work on

Issues:

- 1) Everyone adjusting after being back from spring break, trying to catch up on other course work as well as keep up with this project