

From: Golda Meir
To: MC Martin
Subject: Weekly Progress Report – *April 9th*, 2018

Period: 04/09/2018-04/15/2018

Hours: 7 hours **Hours to Date:** 52 hours

Accomplishments for week ending April 8, 2018

- 1) Edited project charter
- 2) Worked on risk management plan
- 3) Continued editing all draft plans
- 4) critiqued/helped BA's with their prototype
- 5) Put together a update of our current status
- 6) Made a list of what we still need to accomplish

Goals for week ending April 15, 2018

- 1) Meet with BA's
- 2) Finalize all our plans
- 3) Finalize budget and WBS
- 4) Finish up the prototype
- 5) Work on binder

Issues:

- 1) The AIS competition had some members of our group away for the weekly meeting
- 2) BA's struggling on aesthetics of prototype
- 3) Students worried about other classes, can't focus full attention on the project