

**From:** Golda Meir  
**To:** MC Martin  
**Subject:** Weekly Progress Report – *April 2, 2018*

**Period:** 04/02/2018-04/08/2018

**Hours:** 5 hours **Hours to Date:** 45 hours

**Accomplishments for week ending April 8, 2018**

- 1) Worked on quality and risk management drafts
- 2) Updated the RACI chart
- 3) Continued editing all draft plans
- 4) Brainstormed prototype ideas with BAs
- 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) Continue editing all our draft plans
- 3) Finalize budget and WBS
- 4) Work on change management and communication management plans

**Issues:**

- 1) We didn't meet this week as a group because many people were busy, but it was fine because we communicate virtually