From: Team Tesla
To: MC Martin
Subject: Weekly Progress Report – February 18, 2018

Period: 02/12/18-02/18/18
Hours: 6 Hours to Date: 12

Accomplishments for week ending February 18, 2018

* **Interview 2:** AJ and Davis attended interview number two. AJ drew up notes and shared them with the team.
* **Team Scope:** The BA’s handed in the first draft of their scope document with Arsaland and Pengsam making final edits.
* **BA Teamwork:** BA’s did a nice job of sharing responsibilities this week with two team members stepping up in the interview and another two taking over scope edits.

Goals for week ending February 18, 2018

* **Follow up on documentation:** Review BA’s team scope and interview #2 notes.
* **Storyboarding:** The PM’s will lead a storyboarding discussion to build off of existing ideas for the prototype. The primary goal of this discussion is to help the BA’s envision what the prototype will accomplish and how it will look.
* **JustInMind:** Ensure BA’s have more than one expert available to work in JustInMind for risk management purposes.
* **Increase weekly meeting attendance:** We would like to get the close to 5 or so members out of 7 that confirmed they are available during our weekly meeting time to attend.

Issues:

**Seasonal Illnesses:** A good portion of our PM team was impacted by illnesses going around campus. This reduced our resources for the week however, we put our risk management plan into action with remaining team members going above and beyond to ensure meetings went on as scheduled. The storyboarding session scheduled for last week has been rescheduled as a goal for this week.

**Team Motivation:** As PM’s we will continue to look for ways to encourage BA’s to be proactive in completing assignments earlier. Waiting until midnight of the due date negatively impacts the team. Additionally, we reiterated that BA’s and PM’s are on the same team and we need everyone to work out of the same shared drive.