**From:** *Team Norman*

**To:** MC Martin

**Subject:** Weekly Progress Report – *February 23*, 2020

**Period:** 02/16/20-02/23/20

**Actual Hours:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Hours:** | **Description:** |
| Shannon Horgan | 1.5 | Monday Studio Session, Friday Meeting. |
| Nikithar Kumari | 1.5 | Monday Studio Session, Friday Meeting. |
| Samprateek Sinha | 1.5 | Monday Studio Session, Friday Meeting. |
| Rana Ismaeil | 1.5 | Monday Studio Session, Friday Meeting. |

H**ours to Date:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Hours:** | **Description:** |
| Shannon Horgan | 8 Hours | Studio Sessions, Interview Days, three meetings. |
| Nikithar Kumari | 8 Hours | Studio Sessions, Interview Days, three meetings. |
| Samprateek Sinha | 8 Hours | Studio Sessions, Interview Days, three meetings. |
| Rana Ismaeil | 8 Hours | Studio Sessions, Interview Days, three meetings. |

**Accomplishments for week ending February 23, 2020**

1. **RACI Chart:** The RACI chart has been finalized to outline responsibilities, accountability, individuals to be consulted, and individuals to send information to.
2. **Schedule:** We have finalized breaking down our WBS into smaller tasks for our schedule. We have used the tasks in our schedule to assign responsibilities and accountability in our RACI chart.
3. **Budget:** Since finalizing our schedule, we have begun to design a more accurate budget based on allotted time for each task.

**Goals for week ending March 1, 2020**

1. **Yoga Website Design:** We plan to create an outline of Dana’s final website. We plan to identify the main features and pages to be included. In addition to this, we plan to choose the StudioPress theme for the website.
2. **Budget:** We plan to finalize our tentative budget. This will be done by looking at the tasks outlined on out schedule.

**Issues:**

1. The team has been busy studying for midterms this week. We did not get our yoga website design outlined like we had we had planned to. We plan to catch up with this next week.