**From:** *Team Norman*

**To:** MC Martin

**Subject:** Weekly Progress Report – *March 1*, 2020

**Period:** 02/23/20-03/01/20

**Actual Hours:**

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

H**ours to Date:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Hours:** | **Description:** |
| Shannon Horgan | 9.5 Hours | Studio Sessions, Interview Days, four meetings. |
| Nikithar Kumari | 9.5 Hours | Studio Sessions, Interview Days, four meetings. |
| Samprateek Sinha | 9.5 Hours | Studio Sessions, Interview Days, four meetings. |
| Rana Ismaeil | 9.5 Hours | Studio Sessions, Interview Days, four meetings. |

**Accomplishments for week ending March 4, 2020**

1. **Risk Register:** We have finalized our risk register. This includes a list of our key project risks, and the actions we will take to manage each risk.
2. **Budget:** We have finalized our budget. We have used our finalized schedule to assign costs to each task listed. We have made sure to assign all fixed costs to the project as well.
3. **Change Management Plan:** We have finalized our change management plan. This plan defines the activities required to manage and control change over the course of the project.

**Goals for week ending March 15, 2020**

1. **Yoga Website Design:** We plan to finalize the first draft of our client website. From here we will be able to start usability testing.
2. **Documentation:** We plan to finalize all project documentation up until this point. This includes the Communication Plan, Stakeholder Register, and Change Management Plan.
3. **Documentation Website:** We plan to create our documentation website and begin uploading our finalized documents.

**Issues:**

1. The team has been busy studying for midterms this week. We were able to do some catching up during our Friday meeting.