**From:** *Team Norman*

**To:** MC Martin

**Subject:** Weekly Progress Report – *February 9*, 2020

**Period:** *02*/*09*/*20-02-16-20*

**Actual Hours:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Hours:** | **Description:** |
| Shannon Horgan | 1.5 Hours | Wednesday meeting. |
| Nikithar Kumari | 1.5 Hours | Wednesday meeting. |
| Samprateek Sinha | 1.5 Hours | Wednesday meeting |
| Rana Ismaeil | 1.5 Hours | Wednesday meeting. |

H**ours to Date:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Hours:** | **Description:** |
| Shannon Horgan | 6.5 Hours | Studio Sessions, Interview Days, two meetings. |
| Nikithar Kumari | 6.5 Hours | Studio Sessions, Interview Days, two meetings. |
| Samprateek Sinha | 6.5 Hours | Studio Sessions, Interview Days, two meetings. |
| Rana Ismaeil | 6.5 Hours | Studio Sessions, Interview Days, two meetings. |

**Accomplishments for week ending February 16, 2020**

1. **Project Charter:** The charter has been finalized to include a detailed description of our project, including the project scope. The key deliverables have been listed and important due dates are outlined. We have identified risks, assumptions, and dependencies relating to the website design. We have also provided an estimate of the project’s budget.
2. **Schedule:** We have begun to break our WBS into smaller tasks for our schedule. We can now assign each task to individuals in our group.
3. **RACI:** We have begun to delegate responsibilities to each of our group members.

**Goals for week ending February 23, 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. **RACI Chart:** We plan to finalize our RACI chart. This will assign responsibilities and accountability. We will outline who we will consult and inform with details on our project.
3. **Schedule:** We plan to continue working on our schedule and finalize more tasks.

**Issues:**

1. We attempted to create a website using project.mis.temple.edu to begin our website. We did not seem to have access.