**From:** *Team Norman*

**To:** MC Martin

**Subject:** Weekly Progress Report – *March 15*, 2020

**Period:** 03/1/20-03/15/20

**Actual Hours:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Hours:** | **Description:** |
| Shannon Horgan | 2.5 | Wednesday Studio Session, Friday Meeting, Status Report, Budget. |
| Nikithar Kumari | 2.5 | Wednesday Studio Session, Friday Meeting, Change Management Plan. |
| Samprateek Sinha | 2.5 | Wednesday Studio Session, Friday Meeting, Logo Design.  |
| Rana Ismaeil | 2.5 | Wednesday Studio Session, Friday Meeting, Schedule. |

H**ours to Date:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Hours:** | **Description:** |
| Shannon Horgan | 12 Hours | Studio Sessions, Interview Days, five meetings, Documentation. |
| Nikithar Kumari | 12 Hours | Studio Sessions, Interview Days, five meetings, Documentation. |
| Samprateek Sinha | 12 Hours | Studio Sessions, Interview Days, five meetings, Logo Design. |
| Rana Ismaeil | 12 Hours | Studio Sessions, Interview Days, five meetings, Documentation. |

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

1. **Yoga Website Design:** We have finalized the first draft of our client website. We added all the features we planned to include. From here we will be able to start usability testing.
2. **Documentation Website:** We have created our documentation website, chose the theme, and designed the navigation.
3. **RACI Chart:** We noticed problems with our RACI chart as we were getting ready to finalize and submit our schedule. We went back and made the necessary changes.

**Goals for week ending March 22, 2020**

1. **Usability Testing:** We plan to usability test the first draft of our client website. We will take three users and make sure they can accomplish the goals of our site.
2. **Documentation:** We are working on finalizing the documentation. Once finalized we will begin uploading this documentation to our documentation website.
3. **Budget:** The budget is close to being finalized. We will continue to add actual time spent.

**Issues:**

1. We returned from Spring Break this week. After having the week off, we struggled to get focused.