**From:** *Team Norman*

**To:** MC Martin

**Subject:** Weekly Progress Report – *March 22*, 2020

**Period:** 03/15/20-03/22/20

**Actual Hours:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Hours:** | **Description:** |
| Shannon Horgan | 4 | Online Studio Session, Friday Meeting, Status Report, Budget. |
| Nikithar Kumari | 4 | Online Studio Session, Friday Meeting, Change Management Plan. |
| Samprateek Sinha | 4 | Online Studio Session, Friday Meeting, Logo Design.  |
| Rana Ismaeil | 4 | Online Studio Session, Friday Meeting, Schedule. |

H**ours to Date:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Hours:** | **Description:** |
| Shannon Horgan | 16 Hours | Studio Sessions, Interview Days, six meetings, Documentation. |
| Nikithar Kumari | 16 Hours | Studio Sessions, Interview Days, six meetings, Documentation. |
| Samprateek Sinha | 16 Hours | Studio Sessions, Interview Days, six meetings, Logo Design. |
| Rana Ismaeil | 16 Hours | Studio Sessions, Interview Days, six meetings, Documentation. |

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

1. **Yoga Website Design:** We have completed two usability tests on our original Yoga Website. We plan to make adjustments to our website based on these findings.
2. **Documentation Website:** The documentation site is complete. The majority of our documents have been uploaded to our site.
3. **Zoom Meeting:** We found time to meet online as a group. We made plans for how we will continue to execute our project remotely- due to coronavirus.

**Goals for week ending March 29, 2020**

1. **Documentation:** We have a handful of documents to finalize for our documentation site. We must make sure that all documents are in alignment with each other.
2. **Yoga Website Design:** We will continue to finalize our Yoga Website.

**Issues:**

1. We are all adjusting to taking online classes. It will be a challenge to continue to work as a group when we cannot meet in person.