

From: Hedy Lamarr

To: MC Martin

Subject: Weekly Progress Report – February 18, 2018

Period: 02/12/18 - 02/18/18

Hours: 8 Hours to Date: 5

Accomplishment for week ending in February 18, 2018

- 1) Finalized and submitted initial scope document for review (MIS 3506)
- 2) Attended second interview with TAPP Network executives.
- 3) Scheduled a second meeting with BAs for next week.
- 4) Planned each of PM's roles and responsibilities that come with each role
- 5) Reviewed BA's first and second interview notes.
- 6) Started working on WBS

Goals for week ending in February 25, 2018

- 1) Conduct meeting with the BAs to review their second interview notes and other questions
- 2) Begin brainstorming a solution to TAPP Network's problem in our team meeting
- 3) Continue working on WBS in Microsoft Project

Issues:

- 1) BAs were not willing to meet weekly so we did not meet this week but will meet next week.
- 2) The BAs are possibly more confused about their project requirements after their second interview. They saw contradictions in the answers given to them by the people they interviewed in both interviews.
- 3) Most members are very busy and we have been unable to find a time that everyone can meet together. We have chosen a time where all 3 PM's and 5 of the 7 BA's can meet.