

From: Team Hady Lamarr (Cindy Lian, Sam Loch, Dave Durkee)

To: MC Martin

Subject: Weekly progress report - March 25, 2018

Period: 2/19 - 2/25

Hours: 10 Hours to date: 34

Accomplishment for week ending in March 18, 2018

- Created First draft of prototype
  - Assigned Role of primary JIM developer
- Created Scenarios
- Conducted 4<sup>th</sup> team meeting
- Scheduled our next team meeting with the BAs
- Reviewed and edited budget and WBS

Goals for week ending March 25, 2018

- Edit the RACI chart, stakeholder register, and Org chart
- Meet with the BAs and discuss their project roles
- Create a Risk Management and a Change Management Plan

Issues

- Finding meeting times that work for a majority of our 10 team members
- Helping the BAs with Just in Mind when none of the PMs have used it extensively