

From: Hady Lamarr

To: MC Martin

Subject: Weekly Progress Report – 4/15, 2018

Period: 4/09/2018 – 4/15/2018

Hours: 15 Hours to Date: 79

Accomplishments for week ending 4/15 2018

- 1) Updated the latest WBS
- 2) Finished Prototype
- 3) Finished Risk management plan
- 4) Met with the BAs to track their progress for the remainder of the semester
- 5) Worked on final presentation

Goals for week ending 04/15, 2018

- 1) Finish finalizing all documents except for WBS and other files that require changes
- 2) meet with the BAs again to offer help on their final presentation
- 3) work on CTO elevator pitch and status update

Issues:

- 1) BAs were behind on the prototype so we needed to fast track and complete the presentation at the same time
- 2) Many members are swamped with final exam preparations for their classes. This is limiting their time that they can spend on the project.