**From:** Chateau Consulting

**To:** MC Martin

**Subject:** Weekly Progress Report – February 4, 2020

**Period:** *02*/*02*/20-*02*/*09*/*20*

**Actual Hours:** 18 (list each member and their total hours)

Parminder – 4

Tigue - 4

Sean - 4

Vikrant – 4

Vaibhav – 2

*Total Period Hours: 18 hours*

H**ours to Date:** 18(list each member and their total hours)

Parminder – 4

Tigue - 4

Sean - 4

Vikrant – 4

Vaibhav – 2

*Total Project Hours: 18 hours*

**Accomplishments for week ending Feb. 9, 2020**

1. Project Charter – we were in charge of writing the project charter document this week. We completed the project charter.
2. WBS – we started working on the Work Breakdown Structure
3. Had second interview with client Dana to clarify requirements and gather additional information

**Goals for week ending Feb 16, 2020**

1. Work on the communication plan
2. Work on the stakeholder register
3. Finalize the project charter for submission – make any changes based on second interview if necessary

**Issues:**

1. Meeting times: During the course of our project it has proven difficult to find a time where we can all meet.
2. N/A. We have been getting our project in order and we have been successful in getting our project documents together and ready.