**From:** Chateau Consulting

**To:** MC Martin

**Subject:** Weekly Progress Report – February 23, 2020

**Period:** *02*/*16*/20-*02*/*23*/*20*

**Actual Hours:** 20 (list each member and their total hours)

Parminder – 4

Tigue - 4

Sean - 4

Vikrant – 4

Vaibhav – 4

*Total Period Hours: 20 hours*

H**ours to Date:** 58(list each member and their total hours)

Parminder – 12

Tigue - 12

Sean - 12

Vikrant – 13

Vaibhav – 9

*Total Project Hours: 58 hours*

**Accomplishments for week ending Feb. 23, 2020**

1. Project Schedule- we are almost finished with the project schedule .
2. We are also almost finished with the communication plan
3. We started working on the stakeholder register and we are pretty much finished

**Goals for week ending Mar 1, 2020**

1. Start working on Budget of this project
2. Start building and designing the layout of the website.
3. Meet as a group to discuss project progress till date and also discuss with professor

**Issues:**

1. N/A. We have been getting our project in order and we have been successful in getting our project documents together and ready.