**From:** Chateau Consulting

**To:** MC Martin

**Subject:** Weekly Progress Report – February 16, 2020

**Period:** *02*/*09*/20-*02*/*16*/*20*

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

Parminder – 4

Tigue - 4

Sean - 4

Vikrant – 5

Vaibhav – 3

*Total Period Hours: 18 hours*

H**ours to Date:** 38(list each member and their total hours)

Parminder – 8

Tigue - 8

Sean - 8

Vikrant – 9

Vaibhav – 5

*Total Project Hours: 38 hours*

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

1. Project Charter – we finished the project charter this week by making some revisions after the second client interview. We completed the project charter this week.
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 Feb 16, 2020**

1. Work on the RACI chart
2. Start to work on building 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.