**From:** Chateau Consulting

**To:** MC Martin

**Subject:** Weekly Progress Report – March 1, 2020

**Period:** *02*/*24*/20-*03*/*01*/*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:** 78(list each member and their total hours)

Parminder – 16

Tigue - 16

Sean - 16

Vikrant – 17

Vaibhav – 13

*Total Project Hours: 58 hours*

**Accomplishments for week ending Mar. 1, 2020**

1. Risk register has been tentatively completed
2. Started working on the Change Management plan

**Goals for week ending Mar 8, 2020**

1. Enjoy Spring Break
2. Adjust schedule
3. Start reviewing current design of the website.
4. Assignment 2 Completion to be submitted upon returning from break.

**Issues:**

1. Difficulty working with Monday.com, not being given student accounts, and having free trials end.