**From:** Chateau Consulting

**To:** MC Martin

**Subject:** Weekly Progress Report – March 22, 2020

**Period:** *03*/*16*/20-*03*/*22*/*20*

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

Parminder – 4

Tigue - 5

Sean - 4

Vikrant – 4

Vaibhav – 4

*Total Period Hours: 21 hours*

H**ours to Date:** 119(list each member and their total hours)

Parminder – 23

Tigue - 26

Sean - 25

Vikrant – 25

Vaibhav – 20

*Total Project Hours: 119 hours*

**Accomplishments for week ending Mar. 22, 2020**

1. Budget is almost completed
2. Website is coming together well
3. Revised the schedule according to Prof. comments

**Goals for week ending Mar 27, 2020**

1. Prepare the closing documents
2. Make sure all PM documentation is good to go for final submission
3. Schedule and conduct meeting to discuss the budget

**Issues:**

1. First week of online classes so was a little challenging coordinating group meeting and collaborating in an online environment.