From: Team GM (Liang Wu, Xueming Guo)

To: MC Martin

Subject: Weekly Progress Report – April 16, 2017

Period: 04/09/2017-04/16/2017

Hours: 5 Hours to Date: 22

**Accomplishments from April 16th, 2017**

1. Another meeting with BA discussing the prototype details.
2. Revised Risk Management Plan

**Goals for April 23th, 2017**

1. Complete revising scope document and discuss the format and content with BAs to make sure we are on the same stage.
2. Control and Monitor the progress, make sure BA’s prototype is on schedule.
3. Revise and develop all documents.

**Issues:**

1. Revised Risk Management Plan is too simple, we need to add the responsible person for each risk and specific response about how to deal with the risk.
2. Combine some documents for the final deliverable.