From: Team GM (Liang Wu, Xueming Guo)

To: MC Martin

Subject: Weekly Progress Report – March 26, 2017

Period: 03/20/2017-03/26/2017

Hours: 5 Hours to Date: 5 days

Accomplishments from March 20-26, 2017

1. PMs revised the project budget with Excel which adding employee’s work time and rate.
2. BA have been delegated to their responsibility/role in the meeting before the spring break.

Goals for March 27-April 2, 2017

1. Checking with BAs about their work with the prototype.
2. PMs to continue refining the WBS, schedule, and budget(may include contingency cost).
3. Planning a meeting time that can be available for everyone’s schedule

Issues:

1. Not sure whether BAs has started the prototype
2. Spring break slow down the process.