**From:** GM team (Xueming Guo, Liang Wu)

**To:** MC Martin

**Subject:** Weekly Progress Report – February 17, 2017

**Period:** 02/13/2017 - 02/17/2017

**Hours:** 10 hours

**Date:** five days

**Accomplishments for February 10, 2017**

1. A first draft of scope document
2. A first draft of budget
3. A first draft of schedule
4. Second interview with clients.

**Goals for February 17, 2017**

1. Second meeting (maybe online) with BAs that shows WBS to them to keep us on the same stage.
2. Improve scope document based on the information from second interview.
3. Improve WBS based on the information from second interview.
4. Improve budge and schedule based on the information from second interview.

**Issues:**

1. We did not have a meeting with our BAs, because the schedule problem and communication problem. We decide to make a specific meeting agenda for each meeting, and make sure BAs know what we are going to talk about in the meeting. In addition, we can also schedule online meeting if we cannot meet on campus.
2. We also struggle with budget. After discussion in class, it gave us a clear way to do it.