

From: Ellen Ochoa (Andrew Min, Khuong Tang, Nina Sjostrom)
To: MC Martin
Subject: Weekly Progress Report – Feb 11, 2018

Period: 02/04/18-02/11/18

Hours: 1 **Hours to Date:** 3

Accomplishments for week ending February_11, 2018

1. *Created Problem Statement.*
2. *Started Project Charter.*
3. *Scheduled a meeting with BA team.*

Goals for week ending February_18, 2018

1. *Meet with BA team to set short term and long term goals.*
2. *Figure out individual project roles and responsibilities.*
3. *Attend next interview on February 13th.*

Issues:

1. *Figuring out a set weekly meeting time that fits every team member's schedules.*