

From: Ellen Ochoa (Andrew Min, Khuong Tang, Nina Sjostrom)
To: MC Martin
Subject: Weekly Progress Report – April 22, 2018

Period: 04/15/18-04/22/18
Hours: 8 **Hours to Date:** 60

Accomplishments for week ending April_22, 2018

1. *Met with BA team to ensure all members know what needs to be completed by the end of the week before preparing for the presentation.*
2. *Went over final details of the prototype.*
3. *Went over PowerPoint presentation for the project.*

Goals for week ending April_29, 2018

1. *Meet with BA team before the presentation to ensure that everything is covered and executed professionally.*
2. *Watch the BA presentation on Monday, 4/23/18.*
3. *Complete our PM portfolio.*

Issues:

1. *Matching our schedules to go over the presentation before the actual presentation date.*