

From: Ellen Ochoa (Andrew Min, Khuong Tang, Nina Sjostrom)
To: MC Martin
Subject: Weekly Progress Report – April 1, 2018

Period: 03/25/18-04/01/18
Hours: 5 **Hours to Date:** 36

Accomplishments for week ending April_1, 2018

1. *Met with BA team to start drafting and creating personas.*
2. *Created a more concrete understanding of roles and responsibilities.*
3. *BA team started to work with JustInMind more.*

Goals for week ending April_8, 2018

1. *Meet with BA team to start review our progress.*
2. *Figure out a schedule to ensure successful completion by the due date.*
3. *Review our own progress as PMs and create a schedule for ourselves.*

Issues:

1. *As the semester continues, varying workload makes it slightly harder to meet with everyone's schedules.*