

Progress Report for Week Ending, March 4th

From: Ellen Ochoa (Nina Sjostrom, Andrew Min, Khuong Tang)

To: MC Martin

Subject: Weekly Progress Report – March 4th, 2018

Period: 02/25/18-03/04/18

Hours: 7 **Hours to Date:** 18

Accomplishments for week ending March_04, 2018

1. *Met with the BA team and reviewed Amy Lavin's notes on the team scope document.*
2. *Made proper edits to the team scope document.*
3. *Discussed interview questions and created a list.*
4. *Decided on a finalized meeting time for the entire team.*
5. *Started filling up a decent amount of the project charter.*

Goals for week ending March_11, 2018

1. *Progress on the project charter*
2. *Try to meet over break to get more work done.*
3. *Create a well-organized list of your stakeholders, an org chart, and a RACI chart.*

Issues:

1. The BA team has not designated roles and responsibilities