

From: TRAK Consultants (Tomson Lung, Rohit Pabbi, Anh Nguyen, and Kevin Hanie)
To: MC Martin
Subject: Weekly Progress Report – September 22, 2019

Period: 09/09/2019- 09/22/2019

Actual Hours: *number of hours worked by entire team in this period (list each member and their total hours)*

<u>Name of Team Member(s):</u>	<u>Actual Hours (current period):</u>
Rohit Pabbi	4.50
Anh Nguyen	4.50
Kevin Hanie	4.50
Tomson Lung	4.50

Hours to Date: *number of hours worked by entire team since the project started (list each member and their total hours)*

<u>Name of Team Member(s):</u>	<u>Actual Hours (total periods)</u>
Rohit Pabbi	4.50
Anh Nguyen	4.50
Kevin Hanie	4.50
Tomson Lung	4.50

Accomplishments for week ending September 22th, 2019

- 1) Completed and gather the necessary information about the client, industry, goals, and requirements from the first interview on September 9, 2019.
- 2) Developed and revised the project charter overtime to include all of the required deliverables and potential risks
- 3) Team members decided what tasks and role that each of us wants to mainly focus on.

Goals for week ending September 29th, 2019

- 1) Complete **Stakeholder Register** and bring it to class on 09/25

- ❖ The stakeholder register, which records relevant information for each stakeholder or group of stakeholders, is a tool to keep information organized.
- 2) Complete ***Communication Plan Draft*** and bring it to class on 09/25
 - ❖ The communication plan is a road map for providing stakeholders with information.
- 3) Complete ***Project Charter*** and submit (Assignment #1) by EOD 09/27
 - ❖ The project charter is a statement of the scope, objectives, and participants in a project.

Issues:

- 1) *No issues reported this current week*