

From: TRAK Consultants (Tomson Lung, Rohit Pabbi, Anh Nguyen, and Kevin Hanie)
To: MC Martin
Subject: Weekly Progress Report – September 29, 2019

Period: 09/23/2019- 09/29/2019

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	5.00
Anh Nguyen	5.00
Kevin Hanie	5.00
Tomson Lung	5.00

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	9.50
Anh Nguyen	9.50
Kevin Hanie	9.50
Tomson Lung	9.50

Accomplishments for week ending September 29th, 2019

- 1) Successfully completed and turned in our project charter on September 27th, 2019.
- 2) Discussed about our communication plan for the upcoming weeks with the whole team and decided when and where we will hold our meetings and how we will effectively communicate with each other.
- 3) Worked on finalizing our WBS and scheduling details to make sure we cover all of the required tasks and stay on budget & timing.

Goals for week ending October 6th, 2019

- 1) Start brainstorming and drafting the RACI chart and change management plan

in order to have the best procedure to act when changes occur during the any phrases of the project.

2) Finish all of the required tasks for the week and have discussion with all team members during our weekly meeting.

Issues:

1) *No issues reported this current week*