

From: TRAK Consultants (Tomson Lung, Rohit Pabbi, Anh Nguyen, and Kevin Hanie)
To: MC Martin
Subject: Weekly Progress Report – October 6, 2019

Period: 09/30/2019- 10/06/2019

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	14.50
Anh Nguyen	14.50
Kevin Hanie	14.50
Tomson Lung	14.50

Accomplishments for week ending October 6th, 2019

- 1) Successfully completed 1st draft of our RACI chart and decided who will be responsible for specific activities and project deliverables.
- 2) Discussed about our website design with the whole team and decided when and where we will meet to start building the website for the project.
- 3) Continued 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 13th, 2019

- 1) Finalize design/layout of the website and start working on a custom template.
- 2) Start working on our 1st draft of the Risk Register and Change Management Plan.

- 3) Perform a budget forecast to make sure we have properly allocated funds for the completion of this project.

Issues:

- 1) *No issues reported this current week*