

**From:** TRAK Consultants (Tomson Lung, Rohit Pabbi, Anh Nguyen, and Kevin Hanie)  
**To:** MC Martin  
**Subject:** Weekly Progress Report – October 27, 2019

**Period:** 10/21/2019- 10/27/2019

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

<b><u>Name of Team Member(s):</u></b>	<b><u>Actual Hours (current period):</u></b>
Rohit Pabbi	3.0
Anh Nguyen	3.0
Kevin Hanie	3.0
Tomson Lung	3.0

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

<b><u>Name of Team Member(s):</u></b>	<b><u>Actual Hours (total periods)</u></b>
Rohit Pabbi	23.50
Anh Nguyen	23.50
Kevin Hanie	23.50
Tomson Lung	23.50

#### **Accomplishments for week ending October 27th, 2019**

- 1) Finalized the schedule and budget for project
- 2) Completed the Change Management Plan
- 3) Started working and incorporating the theme into our website
- 4) Finalized each member's individual tasks during our team meeting to ensure all documents will be done by the next studio day and be ready to review.

#### **Goals for week ending November 1st, 2019**

- 1) Complete the scorecard for the top 3 softwares
- 2) Determine the best software that we are going to recommend and start promoting it on our website

- 3) Finish the design of the website and post all of the required deliverables on the website
- 4) Complete the Project Status Report & Closing Documents
- 5) Submit the project by November 1st, 2019

**Issues:**

- 1) *We had a little bit of difficulty when we were trying to give other members access to edit the website*