Weekly Progress Report for 03/04/18

From: Benjamin Franklin (Fatimata Sall, Francis X Poeske, Chicheng Zhang, Ansh Chaudhary)

To: MC Martin

Subject: Weekly Progress Report – 03/04/2018

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

Hours: 2 Hours Hours to Date: 7

Accomplishments for week ending March 4th, 2018

1. Met with BA’s on Google Chat to discuss third and final interview.
2. Spoke with BA’s about JustinMind, and the documents that will be expected of them.
3. Had a conversation with PMs about responsibilities and what we each will be working on.

Goal for Week ending March 18th, 2018

1. Set up meeting with all PMs and BAs and set specific tasks to specific people.
2. Work more on the WBS and documentation that is expected of the PMs.

Issues:

1. Not being able to get everyone to meet up at the same time due to schedule difficulties.