From: Green Team
To: MC Martin
Subject: Weekly Progress Report – March 24, 2019

Period: 03/18/19-03/24/19
Hours: 6  Hours to Date: 15

Accomplishments for week ending March 24, 2019

1) Complete the WBS
2) Work on draft of the project budget
3) Meet with BAs to discuss project progress

Goals for week ending Month Day, 2019

1) Complete project budget
2) Draft final copies of previous documentation
3) Meet with Justin to review the deliverables we have so far

Issues:

1) Some of the BAs have been failing to show up to meetings or have not been
   prioritizing meetings that were previously arranged
2) Communication between roles and deadlines is sometimes an issue