

From: Bill Gates (Lauren Soentgen, Hung Dau, Cassidy Rimberg)

To: MC Martin

Subject: Weekly Progress Report – February 25, 2018

Period: 02/19/18-02/25/18

Hours: 10 **Hours to Date:** 30

Accomplishments for week ending February 18, 2018

- 1) Continued to edit BA scope document to make objectives SMART.
- 2) Met with BAs to discuss their project timeline and give them goals for next week.
- 3) Helped create questions for BAs to ask during final interview.

Goals for week ending March 3, 2018

- 1) Understand which BA is doing prototype or documentation after BAs have meeting on Monday
- 2) Go to final interview with BAs to get a better understanding of their project.
- 3) Make final revisions of BA scope document after BAs receive additional feedback from Professor.

Issues:

- 1) Many BAs and PMs have conflicted schedules so there is some trouble with schedule the right time for all to meet.