

From: Team Teal - Quyen Le, Cong Ngo, Michelle Purnama
To: MC Martin
Subject: Weekly Progress Report – March 24, 2019

Period: 03/18/2019 - 03/24/2019

Hours: 10 **Hours to Date:** 45

Accomplishments for the week ending March 24, 2019

1. *PMs: Completed the draft for WBS*
2. *BAs:*
 - a. *Finished Business Rules document*
 - b. *Had updated Scope Document reviewed by Project Advisor*
3. *Scheduled another meeting where both BAs and PMs could attend*

Goals for week ending March 24, 2019

1. *Develop a draft of the project budget*
2. *Hold a meeting between PMs and BAs to go through Justinmind*
3. *Review and finalize BAs' Use Cases and Business Rules documents*

Issues:

1. *Our BAs still don't have a regular meeting time set up among themselves*
2. *BAs do not reply to PMs' emails and GroupMe messages*