

From: Dream Team – Sophie Alvarez, Josh Kim, Chitra Nanavaty
To: MC Martin
Subject: Weekly Progress Report – September 22nd, 2019

Period: 09/16/19 - 09/22/19

Actual Hours: *number of hours worked by entire team in this period*

<i>Member</i>	<i>Hours Worked</i>
<i>Sophie Alvarez</i>	<i>4</i>
<i>Josh Kim</i>	<i>4</i>
<i>Chitra Nanavaty</i>	<i>4</i>

Hours to Date: *number of hours worked by entire team since the project started*

<i>Member</i>	<i>Hours Worked</i>
<i>Sophie Alvarez</i>	<i>4</i>
<i>Josh Kim</i>	<i>4</i>
<i>Chitra Nanavaty</i>	<i>4</i>

Accomplishments for week ending September 22nd, 2019

- 1) Project Charter drafted and reviewed by team for edits – met with Professor for edits and going to review upcoming week again.*
- 2) Drafted WBS – team drafted together and has plans to meet with Professor for edits and going to review upcoming week again.*
- 3) All team members researched PM Software and has one each to present to the group on which they think fits the scope best.*

Goals for week ending September 29th, 2019

- 1) Revise Project Charter with comments from Professor with team for consensus.*
- 2) Meet with Professor to go over WBS and revise to meet a consensus with team.*
- 3) Draft Communication Plan and Stakeholder Register – meet with team in class on Wednesday, September 25th to review.*
- 4) Team to review individually researched PM Software to begin discussion on which fits client's needs.*

Issues:

- 1) Planned to meet with Professor to discuss WBS in the week ending September 22nd, 2019, but due to scheduling conflicts needed to push to week ending September 23rd, 2019.*