

From: Dream Team – Sophie Alvarez, Josh Kim, Chitra Nanavaty
To: MC Martin
Subject: Weekly Progress Report – September 29th, 2019

Period: 09/23/19 - 09/29/19

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

<i>Member</i>	<i>Hours Worked</i>
<i>Sophie Alvarez</i>	<i>2</i>
<i>Josh Kim</i>	<i>2</i>
<i>Chitra Nanavaty</i>	<i>1.5</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>6</i>
<i>Josh Kim</i>	<i>6</i>
<i>Chitra Nanavaty</i>	<i>5.5</i>

Accomplishments for week ending September 29th, 2019

- 1) Revised Project Charter with comments from Professor/Client with team for consensus and submitted for Assignment 1.*
- 2) Met with Professor/Client to go over WBS and revised with team to finalize.*
- 3) Drafted Communication Plan, Schedule, and Stakeholder Register – to be finalized this upcoming week.*
- 4) Team discussed individually researched PM Software and decided on a finalized top 2 options.*

Goals for week ending October 6th, 2019

- 1) Finalize Communication Plan, Communication Plan, Schedule, and Stakeholder Register individually and review as a team in Weekly Meeting on Wednesday October 2nd.*
- 2) Draft RACI Chart – meet with team in class on Wednesday, October 2nd to review.*
- 3) Team reached out to PM software's of interest and are waiting to hear back and meet again to discuss after getting responses.*

Issues:

- 1) Planned to have Schedule and Communication Plan finalized by Sunday, September 29th, however team communicated about conflicting deadlines and updated new internal deadline to Saturday, October 5th.*