

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

Period: 09/30/19 - 10/06/19

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

<i>Member</i>	<i>Hours Worked</i>
<i>Sophie Alvarez</i>	<i>.5</i>
<i>Josh Kim</i>	<i>.5</i>
<i>Chitra Nanavaty</i>	<i>.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>6.5</i>
<i>Josh Kim</i>	<i>6.5</i>
<i>Chitra Nanavaty</i>	<i>6</i>

Accomplishments for week ending September 29th, 2019

- 1) More progress made on Communication Plan, Schedule, and Stakeholder Register individually.*
- 2) Drafted RACI chart as team and finalized.*

Goals for week ending October 6th, 2019

- 1) Finalize Communication Plan, Schedule, and Stakeholder Register individually and review as a team in Weekly Meeting on Wednesday October 9th.*
- 2) Review RACI chart with professor during meeting on Wednesday October 9th.*
- 3) Set up ideas for what we want website to look like.*

Issues:

- 1) Progress report submitted late.*