

From: Dream Team – Sophie Alvarez, Josh Kim, Chitra Nanavaty
To: MC Martin
Subject: Weekly Progress Report – October 13th, 2019

Period: 10/07/19 - 10/13/19

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

<i>Member</i>	<i>Hours Worked</i>
<i>Sophie Alvarez</i>	<i>1</i>
<i>Josh Kim</i>	<i>1</i>
<i>Chitra Nanavaty</i>	<i>1</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>7.5</i>
<i>Josh Kim</i>	<i>7.5</i>
<i>Chitra Nanavaty</i>	<i>7</i>

Accomplishments for week ending October 13th, 2019

- 1) *Received feedback on Communication Plan, RACI, and Stakeholder Register from Professor Martin. Started making needed updates.*
- 2) *Drafted Risk Register.*

Goals for week ending October 20th, 2019

- 1) *Finalize Communication Plan, RACI, and Stakeholder Register – Josh to complete.*
- 2) *Finalize Risk Register – Sophie to complete.*
- 3) *Begin setting up website.*
- 4) *Draft budget and work in class on Wednesday October 16th, 2019.*

Issues:

- 1) *Team members busy so work has been a little backlogged.*