

**From:** Dream Team – Sophie Alvarez, Josh Kim, Chitra Nanavaty  
**To:** MC Martin  
**Subject:** Weekly Progress Report – October 20<sup>th</sup>, 2019

**Period:** 10/14/19 - 10/20/19

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

<i>Member</i>	<i>Hours Worked</i>
<i>Sophie Alvarez</i>	<i>1.5</i>
<i>Josh Kim</i>	<i>2</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>9</i>
<i>Josh Kim</i>	<i>9.5</i>
<i>Chitra Nanavaty</i>	<i>8</i>

**Accomplishments for week ending October 20<sup>th</sup>, 2019**

- 1) Received feedback on Risk Register, Schedule, RACI, and Change Management Plan from Professor Martin. Started making needed updates.*
- 2) Drafted Budget.*

**Goals for week ending October 27<sup>th</sup>, 2019**

- 1) Begin to format deliverables for uploading onto website.*
- 2) Finalize website and get ready to upload documents.*
- 3) Finalize budget and get feedback from professor.*
- 4) Begin Closing Documents and Scorecard after meeting with professor and getting guidance.*

**Issues:**

- 1) Need guidance on Closing Documents.*