

From: Dream Team – Sophie Alvarez, Josh Kim, Chitra Nanavaty
To: MC Martin
Subject: Weekly Progress Report – October 27th, 2019

Period: 10/21/19 - 10/27/19

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>4.5</i>
<i>Chitra Nanavaty</i>	<i>2</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>13</i>
<i>Josh Kim</i>	<i>15</i>
<i>Chitra Nanavaty</i>	<i>10</i>

Accomplishments for week ending October 27th, 2019

- 1) Completed Schedule and Budget.*
- 2) Got feedback from professor and made necessary revisions to completed documents.*
- 3) Regrouped to prioritize project tasks needed to complete for final due date.*

Goals for week ending November 1st, 2019

- 1) Format deliverables for uploading onto website.*
- 2) Finalize website and upload documents.*
- 3) Finalize budget and get feedback from professor.*
- 4) Begin Closing Documents and Scorecard and Progress Report.*
- 5) Submit Assignment 3.*
- 6) Finish Project.*

Issues:

- 1) Website work fell behind due to conflicting outside work.*