**Progress Report**

**Date**: 2/4/2018 – 2/9/2018

**Consultant**: Beimar Medina

Accomplishments This Week

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| 1. Finalized the migration of the Houston Site to SharePoint Online. The following Houston Sites has been migrated successfully to SharePoint Online.    1. Accounting    2. Engineering    3. Environment, Health and Safety    4. Human Resources    5. Plant Engineering    6. IT    7. KLAD    8. Maintenance    9. QA    10. Rollnet    11. SOX    12. SPS    13. Supply Chain |
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Goals for next week

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| 1. Started the migration of the Oracle Implementation (SharePoint 2013) to SharePoint Online. |

Issues or Concerns:

Questions

* No issues.