

From: Team 23 - Nutrient Removal in Wastewater Systems
To: MC Martin
Subject: Weekly Progress Report – September 28, 2018

Period: 09/24/18-09/30/18

Hours: PMs:5 Engineers:16 (4hrs./engineer) **Hours to Date:**43 (revised from 09/23)

Accomplishments for week ending September 30, 2018

- 1) **Abstract:** The Engineers submitted an abstract proposal to the World Environmental & Water Resources Congress (EWRI) on September 24.
- 2) **Status Meeting:** The PMs held a weekly status meeting with Mia and Ashley to discuss the project's progress and risk concerns on September 27.
- 3) **Abstract:** The Engineers submitted an abstract proposal to the Pennsylvania Water Environment Association (PWEA) on Friday, September 28.
- 4) **Documentation:** The Project Managers created drafts of the Risk Management Plan, Communications Plan, Change Management Plan, and Work Breakdown Structure. These are shared with the engineers in the Shared Drive.

Goals for week ending Month_Day, 2018

- 1) **Import Permit:** The engineers plan to complete and submit for an Import Permit to acquire materials from Bio-Castle. This is first on the agenda for their work meeting on Saturday.
- 2) **Experimental Plan:** Mia will work on the rough draft of the Experimental Plan to use for the work breakdown structure.
- 3) **Risk Management Plan:** The Project Managers will work on the Risk Management Plan and discuss Risk Solutions.
- 4) **Budget:** The Project Managers will work on drafting an initial project budget for Phase 1.
- 5) **Sponsor Plant:** The Engineers and Project Managers will research potential WasteWater Facilities to use for pilot testing, as well as look into techniques to sell the research project.

Issues:

- 1) The team must obtain an import permit before they can start running experiments.
- 2) Mia will start working on the experimental plan/ weekly schedule and hopes to have a rough draft to discuss during our next status meeting
- 3) The Engineering Team's biggest hurdle right now is finding a company sponsor to agree to pilot testing in Phase 2. The Philadelphia Water Department is old school, and they are proposing new, high risk technology. The project managers plan to help the team secure a sponsor before phase 1 completion.
- 4) The project is primarily researched based, making defining scope, objectives, requirements, and end deliverables difficult.