

**From:** Team 23 - Nutrient Removal in Wastewater Systems  
**To:** MC Martin  
**Subject:** Weekly Progress Report – October 14, 2018

**Period:** 10/08/18-10/14/18

**Hours:** PMs: 2 hrs Engineers: 16 hrs **Hours to Date:** 77 hrs

### **Accomplishments for week ending October 14, 2018**

- 1) **Import Permit:** The Ashley and Mia traveled to the import office at 2nd and Chestnut. They do not need an import permit to acquire the BioCastle materials.
- 2) **Communication Plan:** A new communication plan has been established due to team conflicts. Ashley and Mia will be our primary points of contact.
- 3) **Stakeholder Register, RACI Chart, Organizational Chart:** The project managers created drafts of the remaining documentation.
- 4) **Task List:** The engineers updated the task list to be accurate with project changes.
- 5) **Team Dynamic:** The project managers took necessary steps to counteract ongoing conflicts with the engineers; including intervention from Professor Martin.

### **Goals for week ending October 21, 2018**

- 1) **Biocastle Literature Review:** Ashley plans to summarize the information and complete the literature review.
- 2) **Sponsor Meeting:** The engineers plan to answer questions from the project sponsor by 10/16.
- 3) **Plant Sponsor:** The engineers will test water quality along the Wissahickon and identify and research WasteWater Treatment Plants in that area, since Philadelphia Water Department is not easy to work with.
- 4) **Weekly Schedule:** Mia aims to create a schedule for the remainder of the semester.

### **Issues:**

- 1) The project continues to change in scope, but the project managers are not kept informed about much of the project.
- 2) It is difficult for the engineers to estimate time spent on tasks, so the benchmark of 4 hours each per week is the only estimate the project managers can use for the budget right now.
- 3) The engineers are busy with other class work, and this project is not being prioritized.
- 4) A team dynamic issue still exists between the project managers and engineers. In addition, an underlying team dynamic issue seems to be present amongst the engineers.