

From: Team 23 - Nutrient Removal in Wastewater Systems
To: MC Martin
Subject: Weekly Progress Report – October 7, 2018

Period: 10/01/18-10/07/18

Hours: PMs: 3hrs Engineers: 16hrs **Hours to Date:** 59hrs

Accomplishments for week ending October 7, 2018

- 1) **Import Permit:** The Engineers emailed the Philadelphia Port to inquire about the process to obtain an import permit.
- 2) **Budget:** The Project Managers drafted a project budget, but were unable to make a more accurate version due to uncertainty with the engineers.

Goals for week ending October 14, 2018

- 1) **Experimental Plan:** Aim to complete an experimental plan and review it with the Industrial Advisor.
- 2) **Sponsor Meeting:** Set up a Skype meeting with Dr. Menashe, CEO of BioCastle and Project Sponsor.
- 3) **Literature Review:** review the four research papers provided by BioCastle
- 4) **Project Charter:** Aid the engineers with their own project charter.
- 5) **Documentation:** The Project Managers will continue to monitor and update current documentation, and begin working on the Stakeholder Register, Organizational Chart, and RACI Chart

Issues:

- 1) The Engineering Team canceled the weekly status meeting due to studying for midterms. We were unable to get a thorough update on project status, nor ask questions or help with planning.
- 2) The team has still not obtained an import permit, which they need before they can start running experiments.
- 3) The Engineers have not yet completed an experimental plan.
- 4) Project Managers are experiencing communication issues with the Engineers, which is affecting the team dynamic as well as project planning and documentation.
- 5) A Project Manager was mugged and the only copy of the WBS was stolen. This will be monitored in our Risk Management Plan.