

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

**Period:** 10/22/18-10/28/18

**Hours:** PMs: 4 hrs Engineers: 16 hrs **Hours to Date:** 145 hrs

**Accomplishments for week ending October 28, 2018**

- 1) **WBS**- The PMs finalized the WBS based on the original scope. Actuals will be monitored in the project budget.
- 2) **Budget and Bill of Materials**- The engineers created a draft of their bill of materials.

**Goals for week ending November 4, 2018**

- 1) **Engineer Budget and Bill of Materials**: The deadline for the engineers' final budget and bill of materials was extended.
- 2) **Order Materials**- The engineers hope to order materials for SD1 phase of the project ASAP.
- 3) **Revised Scope**- The engineers still need to define their revised scope statement for the SD1 project.

**Issues:**

- 1) We were unable to meet with the engineering team, and only received a minimal status update from 1 engineer during a meeting.
- 2) Materials have still not been ordered for the project, and the budget is still not finalized for the engineers.