

**From:** Team D - Christian Hettinger, Chanyang Choi

**To:** MC Martin

**Subject:** Weekly Progress Report – October 1, 2017

**Period:** 09/25/17-10/01/17

**Hours:** Approximately 8 hours

**Hours to Date:** Approximately 18 hours

**Accomplishments for week ending October 1, 2017**

1. Helped the engineering team prepare well for their successful presentation last Wednesday.
2. Worked with the engineering team to draft a scope document for the project.
3. Successful meeting with the engineering on updating each other on the progress.
4. Created drafts of WBS and Project Budget.

**Goals for week ending October 8, 2017**

1. Continue to develop WBS and budget.
2. Meet with engineering team on Monday for weekly status meeting
3. Continue to gather more information about the project requirements.

**Issues**

1. Both the project managers and the engineers have restricted schedules due to internships/jobs.
2. Slow in communicating at times.