

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

**To:** MC Martin

**Subject:** Weekly Progress Report – October 8, 2017

**Period:** 10/02/17-10/08/17

**Hours:** Approximately 8 hours

**Hours to Date:** Approximately 26 hours

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

1. Met with engineering team on Monday for our weekly team meeting.
2. Worked with the engineering team to continue to develop WBS.
3. Transferred WBS from MS-Excel to MS-Project

**Goals for week ending October 15, 2017**

1. Be prepared to give an update on our project for the class on Wednesday.
2. Meet with engineering team on Monday for weekly status meeting
3. Begin to work on a list of your stakeholders, org chart, and RACI chart
4. Continue to work on WBS in MS-Project

**Issues**

1. It has taken more time than expected to learn and use MS-Project effectively
2. Restricted schedules of PM's and engineers.