

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

**To:** MC Martin

**Subject:** Weekly Progress Report – October 22, 2017

**Period:** 10/15/17-10/22/17

**Hours:** Approximately 6 hours

**Hours to Date:** Approximately 42 hours

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

1. Met with engineering team for our weekly team meeting.
2. Reviewed and edited RACI diagram, stakeholder register, and organization chart.
3. Continued to develop WBS and budget

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

1. Be prepared to present our budget for the class on Wednesday.
2. Transition to bimonthly meetings with engineering team as work has slowed down
3. Continue to work on budget
4. Edit some of our drafts

**Issues**

1. Restricted schedules of PM's and engineers.
2. Limited understanding of MS-Project