

From: Team D - Christian Hettinger, Chanyang Choi

To: MC Martin

Subject: Weekly Progress Report – December 3rd, 2017

Period: 11/13/17-12/03/17

Hours: Approximately 12 hours

Hours to Date: Approximately 70 hours

Accomplishments for week ending December 3, 2017

1. Revised all PM documents
2. Presented status report to CEO
3. Split up work for remaining project documents (Project summary, close out report, ect..)

Goals for week ending November 10, 2017

1. Complete Project Summary and Close-Out Report
2. Review project folder with classmates
3. Have everything completed and turned in on Monday the 11th.

Issues

1. Busy schedules of team members