

From: Team D - Christian Hettinger, Chanyang Choi

To: MC Martin

Subject: Weekly Progress Report – October 15, 2017

Period: 10/08/17-10/15/17

Hours: Approximately 10 hours

Accomplishments for week ending October 15, 2017

1. Met with engineering team on Monday for our weekly team meeting.
2. Drafted the RACI diagram, stakeholder register, organization chart, and the budget.
3. Successful meeting with the engineering on updating each other on the progress.

Goals for week ending October 22, 2017

1. Prepare to present the RACI diagram, stakeholder register, organization chart, and the budget.
2. Meet with engineering team on Monday for weekly status meeting.
3. Continue to strengthen all the drafted documents and add new information.

Issues

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