

From: Temple Formula Racing
To: Mart Doyle
Subject: Weekly Progress Report – October 7, 2016
Period: 10/01/16-10/07/16
Hours: 10 Hours to Date: 23

Accomplishments for October 7, 2016

- 1) Met with TFR President Jon Petrina to get more insight into TFR expectations and better establish the scope of the project.
- 2) Set due dates for risk, change, quality, and communication plan drafts.
- 3) Met as a project management team to discuss progress and the work breakdown structure.
- 4) Determined how to best utilize Ben Shaffer in his new role as a project manager.

Goals for October 7, 2016

- 1) Finalize risk, change, quality, and communication management documents.
- 2) Create a master Work Breakdown Structure before confirming with system leads.

Issues:

- 1) Hectic schedules due to midterms did not allow us to meet all of our goals set for this week.