

From: Temple Formula Racing
To: Mart Doyle
Subject: Weekly Progress Report – October 21, 2016

Period: 10/17/16-10/21/16
Hours: 9 Hours to Date: 40

Accomplishments for October 7, 2016

- 1) Met with the systems leads as a team to discuss the work breakdown structure and schedule
- 2) Created RACI chart, organizational chart, and list of stakeholders

Goals for October 28, 2016

- 1) Meet with systems leads as a team again to finalize the hierarchy and structure of the WBS and schedule
- 2) Schedule meetings with systems leads individually to gather deliverables, tasks, resources, and dependencies
- 3) Create a revised budget

Issues:

- 1) The meeting with the engineers did not seem too productive since we did not decide on anything concrete, but it was a conversation that needed to be had. Figuring out how to structure the WBS and schedule is difficult since the project is so complex. We will meet next week for 2 – 3 hours with as many key stakeholders as possible to finalize these decisions.