

From: Team H
To: Professor Martin
Subject: Weekly Progress Report: October 1, 2017

Period: 09/24/17-10/01/17

Hours: Approximately 6 **Hours to Date:** Approximately 15

Accomplishments for week ending October 1st, 2017

- 1) I (Eric) was able to become acquainted with my new team members and new team
- 2) Met with the engineers to help them with questions involving their scope document
- 3) Created a document for the team that helped them understand some terms they were unfamiliar with i.e. Scope Verification and Control Scope
 - a. Creating this document in turn helped us become more familiar with our scope document as well
- 4) Engineers submitted their first draft of their scope on Friday

Goals for week ending October 8th, 2017

- 1) Continue to work on and finalize budget as team gets more information on material costs
- 2) Further develop WBS by assigning each task a team member who is responsible along with a duration
- 3) Meet with all team members at once (one or more have sometimes been missing from our meetings)

Issues:

- 1) Experiencing problems with some team members attentiveness during meetings
- 2) The team needs to finalize the amount of material needed in order to accurately map out budget