**From:** Team F

**To:** MC Martin

**Subject:** Weekly Progress Report – October 15, 2017

**Period:** 10/8/17 - 10/15/17

**Hours:** Approximately 6 **Hours to Date:** Approximately 26

**Accomplishments for week ending October 15, 2017**

1. *Discussed allocation of engineers’ time within WBS and received approval.*
2. *Discussed organizational structure of engineering department in preparation for development of organizational chart.*
3. *Discussed system of accountability for project in preparation for development of RACI chart.*

**Goals for week ending October 22, 2017**

1. *Develop well-organized list of stakeholders, project organizational chart, and RACI chart showing project roles and responsibilities.*
2. *Continue to work with engineering team to revise budget.*

**Issues:**

1. *It is difficult to build an accurate budget because certain decisions made throughout the modeling/design phase will impact costs.*