**From:** Team F

**To:** MC Martin

**Subject:** Weekly Progress Report – October 22, 2017

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

**Hours:** Approximately 2 **Hours to Date:** Approximately 28

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

1. *Continued to Update WBS*
2. *Reminded Engineers that they must decide what sources they will use for their materials*
3. *Discussed general guidelines for quality control, what metrics will be used, and asked Engineers to have more detail this coming Monday*

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

1. *Complete Quality management plan by finalizing quality control objectives*
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.*
2. *Engineers have not yet decided the sources of their materials, so our budget is only half complete*