

From: *Team F*
To: MC Martin
Subject: Weekly Progress Report – *October 8, 2017*

Period: *10/2/17-10/8/17*

Hours: Approximately 4 **Hours to Date:** Approximately 20

Accomplishments for week ending October 8, 2017

- 1) *Met with engineering team for another scheduled meeting to discuss deadlines, and meeting times.*
- 2) *Determined milestones the engineering team expects to hit throughout their project timeline.*
- 3) *Engineering team have set particular roles for the work of their project.*
- 4) *Presented a draft of the WBS in class.*

Goals for week ending October 15, 2017

- 1) *Compose first drafts of a list of stakeholders, organizational chart, and a RACI chart.*
- 2) *Meet with engineering team on weekly scheduled meeting.*
- 3) *Continue to make edits to the risk management plan, communications plan, quality management plan, change management plan and WBS.*

Issues:

- 1) *Not yet able to confirm the accuracy of the assigned resources with Rogue Irrigation Authority.*