

**From:** Team 51 (Albert Semin, Joey Moreira, John Dinh)  
**To:** MC Martin  
**Subject:** Weekly Progress Report –September 23, 2018

**Period:** 09/16/18-09/23/18

**Hours:** 5      **Hours to Date:** 5

**Accomplishments for week ending September 23, 2018**

- 1) Held a kickoff meeting with the Engineering Team and collected preliminary information regarding to the Robotic Arm project.
- 2) Scheduled a second meeting with the Engineering Team.
- 3) Developed drafts of our communications plan, quality plan, risk management plan, and change management plan.
- 4) Provided a list of stakeholders and a high level WBS for the Engineering Team.

**Goals for week ending September 30, 2018**

- 1) Become more proficient with using Microsoft Project.
- 2) Refine our communications plan, quality plan, risk management plan, and change management plan.
- 3) Conduct a second meeting with the Engineering Team to gain more details regarding to the budget of the project.

**Issues:**

- 1) There is confusion in what is expected in producing most documents.
- 2) Documents required from the Project Managers and the Engineering Team are not timely aligned.