

From: Team 51 (Albert Semin, Joey Moreira, John Dinh)
To: MC Martin
Subject: Weekly Progress Report –October 07, 2018

Period: 09/30/18-10/07/18

Hours: 6 **Hours to Date:** 18

Accomplishments for week ending October 07, 2018

- 1) Held a meeting with Engineers to go over project updates, documentation updates, evaluation of changes and future task planning.
- 2) Started working on the first draft of the project budget.
- 3) Continued perfecting various documentations such as the project charter, change management plan, and communication plan.

Goals for week ending October 14, 2018

- 1) Finalize the quality management plan document.
- 2) Meet with Engineering Team for an update on their project.

Issues:

- 1) A few from the Engineering Team seem to be losing motivation.
- 2) Project Managers were busy with other work and classes.