

**From:** Team 51 (Albert Semin, Joey Moreira, John Dinh)

**To:** MC Martin

**Subject:** Weekly Progress Report –October 21, 2018

**Period:** 10/14/18-10/21/18

**Hours:** 4      **Hours to Date:** 28

**Accomplishments for week ending October 21, 2018**

- 1) Prepared a well-organized list of stakeholders, org chart and RACI.
- 2) Established more specific roles with new documents emerging in the project.
- 3) Continued working on the WBS on Microsoft Project.

**Goals for week ending October 28, 2018**

- 1) Finish revised budget document before Wednesday.
- 2) Continue to work on WBS.
- 3) Meet with the Engineering Team to receive updates on the project.

**Issues:**

- 1) Communication was low this week due to exams and other responsibilities team members had.