

From: Team 51 (Albert Semin, Joey Moreira, John Dinh)
To: MC Martin
Subject: Weekly Progress Report – November 18, 2018

Period: 11/11/18-11/18/18

Hours: 6 **Hours to Date:** 52

Accomplishments for week ending November 18, 2018

- 1) Improved the risk management plan.
- 2) Revised the budget document.

Goals for week ending December 2, 2018

- 1) Finalize as many project documentations as possible for the final project binder.
- 2) Hold a meeting with the Engineering team to go over the project's status.

Issues:

- 1) Lack of communication with the Engineering team.