

**From:** Team 51 (Albert Semin, Joey Moreira, John Dinh)  
**To:** MC Martin  
**Subject:** Weekly Progress Report – December 02, 2018

**Period:** 12/02/18-12/09/18

**Hours:** 8      **Hours to Date:** 60

**Accomplishments for week ending December 2, 2018**

- 1) Pitched the status of the project to the CEO.
- 2) Begun reviewing all project documents to complete the project binder.
- 3) Scheduled the last meeting with the Engineering team to share any additional information and updates.

**Goals for week ending December 9, 2018**

- 1) Hold the final meeting with the Engineering team to wrap up the project.
- 2) Complete the status report and lesson learned section for the project binder.
- 3) Review and finalize all documentations.

**Issues:**

- 1) Project managers were not able to schedule and hold a meeting during this week due to excessive work load in other classes.