**From:** Rhea Prabhu

**To:** Mart Doyle

**Subject:** Weekly Progress Report- *October 14, 2016*

**Period:** 10/07/16-10/14/16

**Hours: 1 Hours to Date: 8**

**Accomplishments for 10/07/16-10/14/16:**

1. Finalized what the best course of action to take is for Will and how to properly/best convey this to him so that he accepts and is not offended. We think we found a good way to manage his expectations.

**Goals for** **10/07/16-10/14/16:**

1. Try to bring the project back to focus by establishing regular meeting hours (in the past we tried to accommodate everyone’s schedule but moving forward, this needs to change because it’s proven impossible), creating tangible and explicit goals for the end of the semester, and enhancing communication amongst PMs (outside of that which currently exists).

**Issues**

1. It is hard to have everyone’s schedules align so as to meet in person. We want everyone to feel included in decisions, however, given our unaligned schedules, we must split into smaller groups and over communicate through other channels as an alternative.