

From: Ali Jamal, Nick Fuchs, Kanika Vuth

To: MC Martin

Subject: Weekly Progress Report – September 30, 2018

Period: 09/24/18-09/30/18

Hours: 7 hours Hours to Date: 10 hours

Accomplishments for week ending September 30, 2018

- 1) Refined our communication, change management, quality management, budget, and risk
- 2) Discussed project tasks for the work breakdown structure
- 3) Prepared draft for the scope document

Goals for week ending October 7, 2018

- 1) Meet up with the engineering team to further discuss their progress
- 2) Continue development of the work breakdown structure
- 3) Continue working on our documents plans

Issues:

- 1) We were not able to meet up with the engineering team this week due to their busy schedule