

From: Ali Jamal, Nik Fuchs, Kanika Vuth
To: MC Martin
Subject: Weekly Progress Report – November 11, 2018
Period: 11/04/18 - 11/11/18
Hours: 7 hours
Hours to Date: 42 hours

Accomplishments for week ending November 11, 2018

- 1) Worked on our risk register and risk management plan
- 2) Monitor project's quality

Goals for week ending November 18, 2018

- 1) PM will continue to monitor project's quality
- 2) Communicate with engineering team to ensure that they will finish on time
- 3) Get updated information from the engineering team
- 4) Record the actual hour/work engineering team to compare to the budget planned

Issues:

- 1) Lack of communication between PM and Engineering team