

**From:** Ali Jamal, Nik Fuchs, Kanika Vuth  
**To:** MC Martin  
**Subject:** Weekly Progress Report – December 02, 2018  
**Period:** 11/26/18 - 12/02/18  
**Hours:** 6 hours  
**Hours to Date:** 53 hours

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

- 1) Scheduled a meeting
- 2) Monitored progress and ensured that project will finish on time

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

- 1) Prepare status updates for the end user
- 2) Finish all the deliverables
- 3) Meeting for PM

**Issues:**

- 1) Lack of communication between PM and Engineering team