**From:** Human Powered Vehicle Project (HPVP)

**To:** Mart Doyle

**Subject:** Weekly Progress Report  – September 23, 2016

**Period:** 09/19/16 - 09/23/16

**Hours:**  8    **Hours to Date:** 30

**Accomplishments**

1. *Kate, Josh, and Ben created drafts of the following and scheduled a meeting to revise these documents with our full team next week: communications plan, risk management plan, quality management plan, and change management plan*
2. *Bi-weekly meeting times were decided and booked with Courtney*
3. *Steel that we need to build the frame of the vehicle has been ordered, delivered, and is ready to start building.*

**Goals for** 09/23/16 - 09/30/16

1. *Complete a second draft of each of the documents above in the decided format that the final draft of that document will be submitted in*
2. *Refine the scope document and WBS a third time, breaking the work tasks down further and adding more accurate time estimates*
3. *Create a scope document, budget schedule, and project schedule for class on 9/28*
4. *Meet with all seven team members to revise documents in above goals (#2 and #3) and assess/document the physical progress they have made on their vehicle since the last meeting*
5. *Have all questions recorded and documents ready for our Thursday evening meeting with Courtney*

**Issues:**

1. *Finding a consistent time where all seven team members are available for at least one hour to meet*
2. *Downloading/using Project 2013* 
   1. *Runs very slow on vmware*
3. *Estimating the time it will take for each step of the physical building process*
4. *We were unable to order the width of steel that we wanted/had in our plans, so had to adapt our plan to the new sized steel, adding hours to our schedule*