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

**To:** Mart Doyle

**Subject:** Weekly Progress Report  – November 4, 2016

**Period:** 10/28/16 – 11/4/16

**Hours:**  15    **Hours to Date:** 105

**Accomplishments**

1. *We had our weekly team meeting to discuss progress, revise documents, further break down the schedule of tasks needed, and make sure we know what we need to order before next week and meeting minutes have been posted*
2. *We have the whole back frame completed*
3. *We have the whole front frame ready to be welded together, just have to wait for our welder to weld the last few pieces together*
4. *We priced the customized wheels and ordered the materials*
5. *We created a business analysis for comparing prototype process to mass production*
6. *We added our budget from Excel to Microsoft Project*
7. *We met with Courtney and discussed our progress*

**Goals for** 11/04/16 – 11/11/16

1. *Complete welding for front frame*
2. *Receive the order for all parts for wheels*
3. *Place order for all other materials needed (safety lights, pedals, seat)*

**Issues:**

1. *Ensuring time with our welder*
2. *Finding a backup welder*
3. *Some of our parts weren’t orderable in the diameters we needed, so we had to spent extra time/tools to customize our own version*