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

**To:** Mart Doyle

**Subject:** Weekly Progress Report  – November 11, 2016

**Period:** 11/4/16 – 11/11/16

**Hours:**  15    **Hours to Date:** 120

**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 our back wheel and our front wheels are due to arrive early next week*
3. *We placed our final materials order (everything should arrive early next week)*

**Goals for** 11/11/16 – 11/18/16

1. *Complete welding assembly for back frame (last welding/box attachment)*
2. *Receive the order for all parts (final order)*
3. *Allocate/80% complete final portions of design document*
4. *Schedule welding time for front frame over Thanksgiving break*

**Issues:**

1. *Ensuring time with our welder*
2. *Finding a backup welder*
3. *Some of our material orders are taking longer than expected to arrive and we cannot move forward without them*