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

**To:** Mart Doyle

**Subject:** Weekly Progress Report  – September 30, 2016

**Period:** 09/23/16 - 09/30/16

**Hours:**  15    **Hours to Date:** 45

**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*
2. *After the team meeting we met with the engineering advisor, Dr. Heravi, to update him on our progress and review our timeline for the physical build*
3. *We decided on a format for weekly team meeting minutes and will post them on our google drive as well as our project website weekly along with posting our progress reports on Kate’s e-portfolio*
4. *We met with Courtney and revised existing documents with questions*
5. *We made plans for all steel cuts necessary for the back part of the body of our vehicle*
6. *We found a welding certified student to help weld our steel and to teach at least two of our members how to weld and have scheduled time with him next week*
7. *We refined the format of our already created documents*
8. *We created a scope document, budget schedule, and project schedule*

**Goals for** 09/30/16 - 10/7/16

1. *Have all steel for back part of frame cut*
2. *Have final format for all documents created*
3. *Have a revised and finalized schedule in Microsoft Project*
4. *Have all materials ordered*

**Issues:**

1. *We cannot weld the steel together because no one on the team is welding certified and when team members tried to sign up for a welding class, they were told it was no longer offered, so we are relying on a peer to weld/teach us to weld*
2. *Since we had to recreate our solidworks plan due to the change in steel width, we have to do another weight testing in the program, pushing back our ability to order materials*