**From:** Team J – Kayla Herbst & Scott Winter

**To:** MC Martin

**Subject:** Weekly Progress Report – October 22, 2017

**Period:** 10/16/17-10/22/17

**Hours:** 15

**Accomplishments for week ending October 22nd, 2017**

1. Project Managers were able to complete first drafts of the stakeholders list, team organization char and RACI chart.
2. Engineering team and their coordinator determined individual assignments.

**Goals for week ending October 29th, 2017**

1. Revise and improve the budget document.
2. Begin revising all document drafts to reflect the individual assignments of the engineering team.

**Issues:**

1. We’re grateful that the Engineers determined some set of individual assignments but they are still semi-vague, so we still have a ways to go. Hoping for more defined details soon.