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

**To:** MC Martin

**Subject:** Weekly Progress Report – October 10, 2017

**Period:** 10/02/17-10/08/17

**Hours:** 15

**Accomplishments for week ending October 8th, 2017**

1. Completed another successful meeting with the engineering team.
2. Project Managers were able to complete first drafts of WBS, project schedule, and budget.
3. Engineering team determined the milestones they intend to hit throughout their project.

**Goals for week ending October 8th, 2017**

1. Flesh out the WBS and project schedule.
2. Begin first drafts of organization chart, stakeholders list, and RACI chart.

**Issues:**

1. It will be difficult to flesh out these documents because the engineering team hasn’t fully determined what they want to do for all parts of their project yet. However, we’re moving in the right direction.