**From:** *Matt Leaver, Samantha Talarico – Doyle 07*

**To:** Mart Doyle

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

**Period:** *09/23/2016-09/30/2016*

**Hours:** *5* H**ours to Date:** *15*

**Accomplishments for *September 30*, 2016**

1. *Complete 90% of tasks due*
2. *Refined communication plan, risk plan, quality plan*
3. *Introduced Samantha to engineers and got working on project*
4. *Established budget*
5. *Got contact info for faculty advisor*
6. *Refined schedule, charter*

**Goals for *October 7*, 2016**

1. *Have engineers finish stage redesign*
2. *Finish all current documents*
3. *Meet with faculty advisor*
4. *Refine MS Project w/ new team member Samantha*

**Issues:**

1. *Med department is borrowing a part from the engineering school for 2 weeks that the engineers need to test their apparatus; not sure how much it will affect the schedule.*
2. *Work balance of partners seem to be off.*
3. *Meeting with faculty advisor is apparently nearly impossible.*