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

**To:** Mart Doyle/Anthony Messina

**Subject:** Weekly Progress Report – *October 21*, 2016

**Period:** *10/15/2016-10/21/2016*

**Hours:** *4* H**ours to Date:** *29*

**Accomplishments for *October 21*, 2016**

1. *Engineers wrapped up redesign of shaft after breaking*Stage redesign> Centering sleeve section of the design document> Made two parts that we needed (foam housing bracket and new sample carriage)Ggg
2. *Engineers had critical design review*WeHad
3. *Engineers have 2 Design document sections finished, 65% of document done.*
4. *New piston shaft set to be machined today (part that was broken.)*
5. *We created RACI charter, list of stakeholders, and org chart.*

**Goals for *October 28*, 2016**

1. *Finalizing some of our deliverable documents (Change Management plan, etc.)*
2. *Figure out with engineers if we are purchasing a part and how it will affect the budget*
3. *Have engineers finish 5 more design document sections*
4. *Get approval for machine centering sleeve housing design*
5. *Have engineers do more calculations for damping mechanism.*
6. *Finalize project terminology*

**Issues:**

1. *Regulator part they received from department may not work, will have to order one – can no longer afford the clamp. Not enough of budget left.*
2. *Having to redesign and re-machine piston shaft (broken part.)*
3. *Not-great feedback from critical design review.*
4. *Pushed back machining the end cap – behind schedule*