

**From:** Parth Patel, Michael Biffen  
**Engineer:** Vertical Farmers  
**To:** MC Martin  
**Subject:** Weekly Progress Report – September 24, 2017

**Period:** 09/18/17-09/24/17

**Hours:** 10 **Hours to Date:** 10

### **Accomplishments for week ending September 24, 2017**

- 1) *Have project kick off meeting and team building meeting. Get context into project at a high-level.*
- 2) *Information sharing meeting to outline project communication, risks, and quality management. Draft up documents...*
  - a. *Communication Plan*
  - b. *Risk Management Plan*
  - c. *Quality Management Plan*
- 3) *Complete project action item of meeting with mechanic shop and update project management plan and WBS accordingly. .*

### **Goals for week ending, October 1, 2017**

- 1) *Status update meeting to discuss project progress, changes, and risks.*
- 2) *Create a budget*
- 3) *Create scope document*

### **Issues:**

- 1) *Provide a brief explanations of any issues that you have which are having an impact on your project.*
- 2) *If last week you had a goal that you planned to accomplish this week but you failed to accomplish that goal, here would be a good place to explain why you didn't achieve that goal.*