

**From:** Noah Gottlieb and Tym Rabchuk  
**To:** MC Martin  
**Subject:** Weekly Progress Report – *October 22nd, 2017*

**Period:** 10/15/17-10/22/17

**Hour this Week:** 4                      **Hours to Date:** 31

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

- 1) *Presented to class and received feedback on Org chart, Stakeholder register, and RACI Chart.*
- 2) *Confirmed WBS task times with project delivery group*

**Goals for week ending October 29<sup>th</sup>, 2017**

- 1) *Develop a budget from our WBS*
- 2) *Incorporate in-class suggestions to documentation drafts*

**Issues:**

- 1) *Assigning proper resources to the WBS*
- 2) *The procedure methods are still flexible within the team and can change throughout the semester*