

**From:** Noah Gottlieb and Tym Rabchuk  
**To:** MC Martin  
**Subject:** Weekly Progress Report – September 24th, 2017

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

**Hours:** 4     **Hours to Date:** 10

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

- 1) Had our kickoff meeting with project delivery team. Tym and I collected preliminary information regarding the Formula SAE project.
- 2) Developed drafts of our communications plan, quality plan, risk management plan, and change management plan.
- 3) Reminded the project delivery team the deadlines and time constraints for the semester aiding in injecting urgency to their project.

**Goals for week ending September 24th, 2017**

- 1) Meet again with the project delivery team and get more detailed information regarding work breakdown structure.
- 2) Start building out the work breakdown structure in Microsoft Project
- 3) Refine our communications plan, quality plan, risk management plan, and change management plan.

**Issues:**

- 1) Project delivery team does not yet know, specifically, what they will be doing this semester with regards to their project.
- 2) Unable to start working on WBS, due to issue #1