From: Quy Le, Louisa Carleton, Jonathan Kerr  
To: Mart Doyle  

Period: 09/01/16-09/20/16  
Hours: 2  Hours to Date: 2  

Accomplishments for September 20, 2016

1) Quy, Jon, Louisa, Hassan, and Khaled met up to make a draft of the following documents: Scope, charter, and Problem Statement
2) Created a rough draft of the work break down structure based on senior design syllabus and assistance of engineers
3) Submitted a resource request and gained approval

Goals for October 10, 2016

1) Establish a list of dates for lab use
2) Retrieve all necessary materials/equipment for testing
3) Finalize scope, charter, WBS, and have all members sign charter

Issues:

1) Gaining access to labs
2) We could not finalize our WBS, charter, and scope because 2 of our team members were missing. Schedule is currently an issue and to solve it we will either find a date where the entire team can meet, meet online, or meet in groups and share updates through email/text.