**From:** *Team On Track and Team I (Shuyue Ding & Michael Blum)*

**To:** Marie-Christine Martin

**Subject:** Weekly Progress Report – *October 1st*, 2017

**Period:** *09*/*11*/*17*-*09*/*24*/*17*

**Hours:** *PM team: Approximately 8 hours* **Hours to Date:** *Approximately 18 hours*

**Accomplishments for week ending September\_24, 2017**

***PM***

*1)* Scope document- Draft of scope document base on the current information.

*2)* Budget- first draft of budget with raw and rough calculation.

3) WBS - first draft of WBS

4) Weekly meeting - Meet with Emerging team for one hour, and we exchanged a lot of information.

***Emerging team***

*1)* Scope document -Final version of their scope document was due on Friday night. Their scope document include WBS which is what PM team needed.

2) Weekly meeting with professor Cohen-Emerging team meet with Cohen weekly.

3) First draft of new track-New design of track which fit the new launching system.

4) First draft of new cart-New design of cart which fit the new launching system.

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

***PM***

1. More complete WBS- update more tests and durations.
2. Budget --based on more information from emerging team.

***Emerging team***

*1)* Second draft of new launching system-Fix any issues from the first draft

*2)* Second draft of new track - Fix any issues from the first draft

3) Second draft of new cart- Fix any issues from the first draft

**Issues:**

*1)* Emerging team did not have enough time to complete second draft of new launching system.

*2) PM and Emerging team had tight time to meet.*