**From:** *Team On Track and Team I*

**To:** Marie-Christine Martin

**Subject:** Weekly Progress Report – *October 8th*, 2017

**Period:** *10*/*01*/*17*-*10*/*08*/*17*

**Hours:** *PM team: Approximately 5 hours* **Hours to Date:** *Approximately 23 hours*

**Accomplishments for week ending October\_08, 2017**

***PM***

*1)* Added more tasks in WBS for PM work and engineering work

*2)* Revise scope document to add assumptions and constraints

3) Revise budget to accommodate for changes in engineering team’s plan

***Emerging team***

*1)* Had meeting with coordinator to discuss progress of project

2) Completed the document call schedule management plan

**Goals for week ending October 15, 2017**

***PM***

1. Continue to meet with engineering team to discuss specific dates on presentation and meeting times
2. Prepare organization chart, RACI chart, and list of stakeholders

***Emerging team***

*1)* Continue to progress in plan to build small-scale coaster

*2)* Begin to prep for presentation at the end of the semester

**Issues:**

*1)* Deadlines for the project managers and engineers are different for deliverables.

*2)* Unable to meet this week due to time constraints.