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

**To:** Marie-Christine Martin

**Subject:** Weekly Progress Report – *October 15th*, 2017

**Period:** *10*/*08*/*17*-*10*/*015*/*17*

**Hours:** *PM team: Approximately 4 hours* **Hours to Date:** *Approximately 27 hours*

**Accomplishments for week ending October\_15, 2017**

***PM***

*1)* Updated WBS to account for new documents

*2)* Completed first drafts of RACI, stakeholder analysis, and org chart

3) Discussed with engineering team their roles in the making of the roller coaster

***Emerging team***

*1)* Practice presentation that is due October 25st

2) Finalize small-scale roller coaster

3) Meet with advisor to report current process

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

***PM***

1. Begin to revise all documentation and make 2nd drafts
2. Meet with engineering team to discuss future dates and deadlines

***Emerging team***

*1)* Finalize documentation

*2*) Meet with advisor

**Issues:**

*1)* No new issues were presented this week.