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

**To:** Marie-Christine Martin

**Subject:** Weekly Progress Report – *October 22th*, 2017

**Period:** *10*/*15*/*17*-*10*/*22*/*17*

**Hours:** *PM team: Approximately 3 hours* **Hours to Date:** *Approximately 30 hours*

**Accomplishments for week ending October\_22, 2017**

***PM***

*1)* Updated budget with labor information

*2)* Completed RACI, stakeholder analysis, and org chart by the information so far

3) Discussed with engineering team their new member

***Emerging team***

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

2) Divides work with new team member

3) Meet with advisor to report current process

**Goals for week ending October 29, 2017**

***PM***

1. Requires numbers related with quality from emerging team
2. Meet with new engineering team member

***Emerging team***

*1)* Energy analysis -required to achieve desired height

*2*) Meet with advisor

3) Final presentation

**Issues:**

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