

**From:** *Doyle 03*  
**To:** Mart Doyle  
**Subject:** Weekly Progress Report – *September 23, 2016*

**Period:** *09/19/16-09/23/16*  
**Hours:** *30 Hours to Date: 30*

**Accomplishments for *September 23, 2016***

- 1) *Spoke briefly to one member in group of engineers.*
- 2) *Held phone meeting with project coach to fill her in on current status of project.*

**Goals for *September 30, 2016***

- 1) *Find out if our assigned group of engineers is actually interested in having Project managers assist them with their project.*
- 2) *Schedule a kick-off meeting if the engineers decide to accept our teams help.*
- 3) *Start creating documents such as the problem statement, scope, project charter, and WBS.*

**Issues:**

- 1) *Our group of engineers expressed that they have no time to devote to working with our team for their project.*
- 2) *Still waiting on a final verdict from the group of engineers.*
- 3) *Our team is unable to start any documentation for the project.*