**From:** Body Savers, Inc.

**To:** MC Martin

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

**Period:** 09/24/17 - 10/1/17

**Hours:** Unknown

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

1. Project Managers (Kayla Herbst & Scott Winter) have so far completed drafts of the project scope document, as well as parts of the work breakdown structure and budget.
2. Engineers have met with their advisor to further discuss their project.

**Goals for week ending October 8, 2017**

1. Project Managers would like to meet with the engineers to gather the necessary work breakdown and budget information.
2. Engineers would like to determine how to split the workload.
3. Engineers would like to determine the numerical requirements for their EAC (Emergency Amputation Container).
4. Project Managers must capture the workload division into a WBS.

**Issues:**

1. The Project Managers did not meet with the engineers the past week and need a more consistent stream of information to meet their requirements in a timely fashion.
2. For the Project Managers, it’s difficult to capture and describe details about the project when the Engineers haven’t made final decisions on how they would like to move forward in their own project.