**From:** Team J – Kayla Herbst & Scott Winter

**To:** MC Martin

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

**Period:** 10/08/17-10/15/17

**Hours:** Unknown

**Accomplishments for week ending October 15th, 2017**

1. Project Managers gathered more minor details for drafts of WBS, project schedule, and budget.

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

1. Begin drafts of RACI chart, stakeholder list, and organization chart of our team.
2. Meet with engineering team to discuss each other’s accomplishments and gather more information for documentation.

**Issues:**

1. We are still trying to piece together the documentation despite not having as much information from the engineering team as we would like.