

**From:** Doyle 04  
**To:** Mart Doyle  
**Subject:** Weekly Progress Report – September 23 , 2016

**Period:** 9/09/16-9/23/16

**Hours:** 10 **Hours to Date:** 10

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

- 1) *Meet with engineers and set up weekly meetings.*
- 2) *Lay out work breakdown structure for the next two weeks.*
- 3) *Started work on the following documents:*
  - a. *Project Charter*
  - b. *Risk Management Plan*
  - c. *Work Breakdown Structure*
- 4) *We have booked our schedules in advance for meeting with Courtney.*

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

- 1) *Complete work breakdown for entire semester.*
- 2) *Establish daily communication with the engineers regarding daily tasks.*
- 3) *More goals for next week including reaching the milestones that were put in place.*

### **Issues:**

- 1) *The issue that we have are conflicting interests between the corporate sponsor and the advisor in which each person expects a particular project deliverable.*
- 2) *The ambiguous nature of this project requires a lot of time estimates that may be inaccurate which can cause a potential issue regarding the quality of the project deliverables.*
- 3) *We are communicating with the engineers through Slack and Trello which are forms of communication that we are not used to yet so we will have to spend some time adjusting and adapting to it.*