From: Doyle 04
To: Mart Doyle

Period: 9/23/16-9/30/16
Hours: 4   Hours to Date: 14

Accomplishments for September 30, 2016

1) Further breakdown schedule and preparing for the project proposal review
2) Received some estimates regarding the budget and hours spent to complete various tasks

Goals for October 07, 2016

1) Establish daily communication with the engineers regarding daily tasks.
2) Finish creating the project schedule and WBS for the team.
3) Complete the project charter documents.
4) Having a successful review to minimize the amount of changes needed.

Issues:

1) We need more information to be able to break down the tasks into smaller chunks for our WBS.
2) Time estimates are still hard to figure out so we may have to pick an educated guess on how long it will take for a particular task to be completed.
3) Need to finish creating the overall project schedule and establish milestones for the project.