**From:** Team G

**To:** Professor Martin

**Subject:** Weekly Progress Report: September 24, 2017

**Period:** 09/24/17-10/01/17

**Hours:** Approximately 12 H**ours to Date:** Approximately 22

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

1. Met again with engineering team to sit down and refine our work breakdown structure in time for their WBS submission dye date (9/29/2017)
2. Reworked project charter, scope, problem statement, risk management plan, quality management plan, and change management plan
3. Watched additional tutorial videos of Microsoft Project 2013
4. Wrote drafts for Risk Management plan, Communications plan, Change Management Plan, and Quality Management Plan

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

1. Finalize project budget and assure that engineering team can complete project within cost parameters
2. Add resource costs and hourly rates into WBS
3. Finalize deadlines and milestones within WBS

**Issues:**

1. Some resource costs for the project are difficult to estimate
2. The majority of the work done for our project is via software provided to the engineering team (free) – how do we use the budget given to us if it’s not necessary?