**From:** Team G

**To:** Professor Martin

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

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

**Hours:** Approximately 10 H**ours to Date:** Approximately 10

**Accomplishments for week ending September 24th, 2017**

1. Met with engineering team, “Seismic Design”, to familiarize ourselves with the groups and develop an understanding of their project
2. Wrote a Project Charter to be used both for our own project binder and SD's senior design deliverables
3. Met with engineering team to create a mutual understanding of what’s expected of us for each project member
4. Wrote drafts for Risk Management plan, Communications plan, Change Management Plan, and Quality Management Plan

**Goals for week ending September 24th, 2017**

1. Focus on creating a more substantial draft of our WBS
2. Continue to refine RM, Comm, CM, and QM plan
3. Gather requirements for scope document and discuss and budget doc

**Issues:**

1. Seismic Design has recently redesigned their whole project and need to learn a new software. This software has a substantial learning period, so our progress on the engineering end may slow down