

From: Team 6 (Dan, Wilbert, Tyler)
To: Mart Doyle
Subject: Weekly Progress Report – October 14, 2016

Period: 10/08/16-10/14/16

Hours: 15 **Hours to Date:** 45

Accomplishments for October 14, 2016

- 1) Completed a rough draft of the scope document, budget, and work breakdown.
- 2) At least one Project manager was able to attend the Critical design review on Wednesday October, 12.
- 3) Team established a project management plan going forward, and determined tasks in order to assist with the execution and completion of the project.

Goals for October 21, 2016

- 1) Work with Engineers in order determine a detailed schedule for the remainder of the project.
- 2) Help to improve upon project presentation, which went long and was far too technical during the Critical design review.
- 3) Continue work on rough drafts of all project documents.

Issues:

- 1) Engineers have been unresponsive with necessary information for project schedule.
- 2) Not able to meet with engineers this week.