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.