

From: Team 6 (Dan, Wilbert, Tyler)
To: Mart Doyle
Subject: Weekly Progress Report – October 21, 2016

Period: 10/15/16-10/21/16
Hours: 20 **Hours to Date:** 65

Accomplishments for October 21, 2016

- 1) Completed a rough draft of the project schedule, org chart, and final draft of project budget.
- 2) At least one Project manager has begun attending weekly engineer meetings to keep everyone completely in the loop.
- 3) Helped to improve upon final design presentation and documents; added business case slide to the presentation to help “sell” the project.

Goals for October 28, 2016

- 1) Complete (almost) final draft of all documents and send them to Courtney for review.
- 2) Continue to help improve upon project presentation, which went long and was far too technical during the Critical design review.
- 3) Review design document and try to improve it in areas where improvement is necessary.

Issues:

- 1) Engineers have been somewhat obstinate regarding presentation improvements, and cutting down on the too technical aspects of the presentation.