From: Team 6 (Dan, Wilbert, Tyler)  
To: Mart Doyle  

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.