

From: *Team 6 (Dan, Wilbert, Tyler)*
To: Mart Doyle
Subject: Weekly Progress Report – *October 28, 2016*

Period: *10/22/16-10/28/16*
Hours: 20 **Hours to Date:** 85

Accomplishments for *October 21, 2016*

- 1) Meet with engineers to determine their remaining tasks to confirm that we are still on schedule.
- 2) Went over documents including WBC, schedule, Project Scope, project charter, and budget with team to find areas for improvement.

Goals for *November 4, 2016*

- 1) Continue to work on draft documents and have other sources, including Courtney review them.
- 2) Continue to help improve upon project presentation, by trying to set up mock final presentation with other teams in the class.
- 3) Assist in grip testing that is currently being conducted for the prosthetic hand.

Issues:

- 1) At least one project manager was not able to attend meeting with engineers and their faculty advisor this week.
- 2) Was not able to meet as an entire group this week, only with project managers and engineering team lead.