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

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.