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

Period: 10/01/16-10/07/16  
Hours: 12 hours   Hours to Date: 30

Accomplishments for October 7, 2016

1) Met with majority of the team and discussed their upcoming critical design review and what we could do to help them with this milestone.
2) Created a rough draft of the scope document, project budget, and work breakdown structure.
3) Worked with team leader, who currently handles scheduling, to understand his process of assigning tasks, scheduling, and sequencing of tasks.

Goals for October 14, 2016

1) Use information on scheduling and assignment of task to create a master schedule for the project’s final two and a half months.
2) Finalize drafts of scope document, project budget, and work breakdown structure, and create a communications plan.
3) Assist group with their Critical design review.

Issues:

1) Late start working with engineering team has caused considerable difficulty, especially due to the fact that we only started working with them two weeks before the critical design review.
2) Meetings thus far have been relatively unproductive given the amount of ground we have needed to cover.