

From: Team 6 (Dan, Wilbert, Tyler)

To: Mart Doyle

Subject: Weekly Progress Report – November 18, 2016

Period: 11/12/16-11/18/16

Hours: 12 **Hours to Date:** 132

Accomplishments for November 18, 2016

- 1) Created a list of final project documents, and have begun work on missing documents, and started improvement on existing documents.
- 2) Created a register of remaining project risks, and developed a strategy to mitigate them and deal with them should the need arise.
- 3) Met with engineering team to determine their status heading into the break, and the timetable for completion of the prosthetic hand.

Goals for December 02, 2016

- 1) Complete all critical work on the project and begin to focus on final presentation and deliverables.
- 2) Conduct a mock presentation with both project managers and engineers from other teams in attendance to provide feedback.
- 3) Complete final project document deliverables.

Issues:

- 1) No face to face meeting to determine engineering team progress heading into the break.
- 2) Prototype hand was not fully complete on the scheduled date.