

**From:** Team 6 (Dan, Wilbert, Tyler)  
**To:** Mart Doyle  
**Subject:** Weekly Progress Report – December 02, 2016

**Period:** 11/19/16-12/02/16  
**Hours:** 16 **Hours to Date:** 148

**Accomplishments for December 02, 2016**

- 1) Created a checklist for the final project deliverables binder.
- 2) Completed and reviewed most necessary project documents with only one exception.
- 3) Attempted to arrange mock presentation for engineers, partnering with another team to create a mock audience to critique presentation performance.

**Goals for December 09, 2016**

- 1) Have project binder complete and ready to be handed in on Monday, December 12.
- 2) Assist engineers in their remaining project tasks in any way we can.
- 3) Prepare engineers for their final presentation.

**Issues:**

- 1) Engineering team is not very responsive to question and inquiries.
- 2) Prototype hand still not fully complete.
- 3) Engineers would not commit to date to practice final presentation in front of a mock audience with other teams.