

From: Noah Gottlieb and Tym Rabchuk
To: MC Martin
Subject: Weekly Progress Report – *October 1st, 2017*

Period: 09/24/17-10/01/17

Hours: 4 **Hours to Date:** 14

Accomplishments for week ending October 1st, 2017

- 1) *Developed a draft work breakdown structure and scope document with input from the project delivery team.*
- 2) *Met with project delivery team and set a weekly meeting place and time.*
- 3) *Documented pertinent information from meetings with the project delivery team and delivered it to them aiding them in developing their schedule and scope*

Goals for week ending October 1st, 2017

- 1) *Refine the work breakdown structure and scope document with additional input from project delivery team*
- 2) *Meet with project delivery team and elicit more information through focused discussion.*
- 3) *Discuss management plans in meeting with project delivery team.*

Issues:

- 1) *It took five weeks for the project delivery team to get in contact with their faculty advisor, Dr. Cohen, which seriously inhibited their ability to start their project.*
- 2) *Project managers were unable to refine management plans with the project delivery team because the meeting was so focused on helping the team develop their schedule.*