To: James Black

Group leader: Ivan Albert for Group: Battlebots 3

CC: D2L Dropbox

Date: 01/17/19

Re: ETME/EMEC (499) Weekly Progress

# **Progress**

Tasks Completed:

* Scheduled weekly meetings with the advisor
  + Reserved room

Work in Progress:

* Reviewing the drawing packages for any changes
* Production Readiness Review (PRR)
* Update the Project Management plan

Upcoming Tasks and personnel assignments:

* Complete Machine shop Training
* Take the machine shop tour
* Obtain the materials from the advisor

Leadership Schedule:

* Week 1: Ivan Albert
* Week 3: Cole Trugman
* Week 5: Nishagar Raventhiran
* This will repeat every six weeks and the next weeks leader will take minutes.