



**Progress Report**  
**Weeks 1 & 2**

Submission Date: 29 January 2019

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### 1. Completed Work (1/14/19 – 1/27/19)

- Gather employee contact information
- Create filesharing system – Google Drive
- Determine company name
- Design company logo

### 2. Proposed Work (1/28/19 – 2/3/19)

- Perform Preliminary Sizing Calculations
- Start research into cost of reinforced concrete short span bridge designs
- Begin formatting PowerPoint presentation slides
- Begin cost estimate for alternatives phase
- Begin formatting Excel sheet for girder sizing calculations

### 3. Summary of Hours Worked

Hours Worked (1/14/19 – 1/20/19)		
Employee Name	Hours (Weekly)	Hours (To Date)
Brandon Adams	0	0
Michael Ashworth	3	3
Zach Cumm	0	0
Brandon Dial	0	0
Natasha Napier	1	1
John Skaggs	0	0
<b>Company Total</b>	<b>4</b>	<b>4</b>

<b>Hours Worked (1/21/19 – 1/27/19)</b>		
<b>Employee Name</b>	<b>Hours (Weekly)</b>	<b>Hours (To Date)</b>
Brandon Adams	1	1
Michael Ashworth	1	4
Zach Cumm	1	1
Brandon Dial	1.50	1.50
Natasha Napier	1	2.0
John Skaggs	1	1
<b>Company Total</b>	<b>6.50</b>	<b>10.50</b>

#### 4. Employee Timesheets

- **Brandon Adams**

Week #	Dates	Days	Hours Worked	Description	Weekly Hours Total
1	Jan 14 - 20	14-Jan			0
		15-Jan			
		16-Jan			
		17-Jan			
		18-Jan			
		19-Jan			
		20-Jan			
2	Jan 21 - 27	21-Jan			1
		22-Jan			
		23-Jan	1.00	Virtual Meeting	
		24-Jan			
		25-Jan			
		26-Jan			
		27-Jan			

- **Michael Ashworth**

Week #	Dates	Days	Hours Worked	Description	Weekly Hours Total
1	Jan 14 - 20	14-Jan			3.00
		15-Jan	2.00	Designed Logo	
		16-Jan	1.00	Drafted Timesheet	
		17-Jan			
		18-Jan			
		19-Jan			
		20-Jan			
2	Jan 21 - 27	21-Jan			1.00
		22-Jan			
		23-Jan	1.00	Virtual Meeting	
		24-Jan			
		25-Jan			
		26-Jan			
		27-Jan			

- Zach Cumm**

Week #	Dates	Days	Hours Worked	Description	Weekly Hours Total
1	Jan 14 - 20	14-Jan			0
		15-Jan			
		16-Jan			
		17-Jan			
		18-Jan			
		19-Jan			
		20-Jan			
2	Jan 21 - 27	21-Jan			1.00
		22-Jan			
		23-Jan	1.00	Virtual Meeting	
		24-Jan			
		25-Jan			
		26-Jan			
		27-Jan			

- Brandon Dial**

Week #	Dates	Days	Hours Worked	Description	Weekly Hours Total
1	Jan 14 - 20	14-Jan			0
		15-Jan			
		16-Jan			
		17-Jan			
		18-Jan			
		19-Jan			
		20-Jan			
2	Jan 21 - 27	21-Jan			1.50
		22-Jan			
		23-Jan	1.00	Virtual Meeting	
		24-Jan	0.50	Researched Bridge Designs	
		25-Jan			
		26-Jan			
		27-Jan			

- **Natasha Napier**

Week #	Dates	Days	Hours Worked	Description	Weekly Hours Total
1	Jan 14 - 20	14-Jan			1.00
		15-Jan			
		16-Jan			
		17-Jan			
		18-Jan	1.00	Set up Google Drive	
		19-Jan			
		20-Jan			
2	Jan 21 - 27	21-Jan			1.00
		22-Jan			
		23-Jan	1.00	Virtual Meeting	
		24-Jan			
		25-Jan			
		26-Jan			
		27-Jan			

- **John Skaggs**

Week #	Dates	Days	Hours Worked	Description	Weekly Hours Total
1	Jan 14 - 20	14-Jan			0
		15-Jan			
		16-Jan			
		17-Jan			
		18-Jan			
		19-Jan			
		20-Jan			
2	Jan 21 - 27	21-Jan			1.00
		22-Jan			
		23-Jan	1.00	Virtual Meeting	
		24-Jan			
		25-Jan			
		26-Jan			
		27-Jan			

## **5. Meeting Minutes/Agendas**

- **23 January – Virtual Meeting Minutes**

- All members were in attendance
- Company logo design was finalized and distributed for member use
- Rough draft of timesheets sent to Project Manager to be finalized for member use

## **6. Sent Correspondence – N/A**

## **7. Received Correspondence – N/A**