

**From:** Thirsty West House Publishing – Brandan Mackowsky and Urvesh Patel  
**To:** Mart Doyle  
**Subject:** Weekly Progress Report – Sep 30th, 2016

**Period:** 09/24/2016 – 09/30/2016  
**Hours:** 5   **Hours to Date:** 11

**Accomplishments for Sep 30th, 2016**

- 1) Arranged the meeting with the Entrepreneur for next week to get an update on the business.
- 2) Drafted the scope document, budget and project schedule for the project.
- 3) Gathered documents that we worked on so far and put them in one place.

**Goals for Oct 07, 2016**

- 1) Attending the meeting over the phone with the Entrepreneur.
- 2) Get budget details in order to move the project forward.
- 3) Continue research on the publishing industry and offer upcoming opportunities to the Entrepreneur.

**Issues:**

- 1) Picking a time so that both Project Managers and the Entrepreneur could meet or talk over the phone.
- 2) Performing the research on what type of business would be the most beneficial given this situation.