

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

Period: 10/01/2016 – 10/07/2016
Hours: 5 **Hours to Date:** 16

Accomplishments for Oct 7th, 2016

- 1) Attended a key meeting with the Entrepreneur discussing updates on the business process and learned more about production and marketing goals.
- 2) Updated our drafts of the scope document, budget and project schedule. The new drafts incorporate more job assignments and a more accurate projection of project goals and costs.
- 3) Had a successful discussion to plan the type of business that the Entrepreneur wants to legalize himself as.
- 4) The Entrepreneur had an article about his start up published around Temple's campus.

Goals for Oct 14, 2016

- 1) Use the information gained from the meeting over the phone with the Entrepreneur to expand our paperwork for the project.
- 2) Readjust our budget to accurately reflect the project cost.
- 3) Discuss a project execution plan that works for both project managers and the entrepreneur.

Issues:

- 1) The Entrepreneur missed our first phone meeting that was scheduled and caused us to reschedule after the meeting began.
- 2) Some of the information provided during the meeting is a little confusing and requires further interpretation.