From: Thirsty West House Publishing – Brandan Mackowsky and Urvesh Patel  
To: Mart Doyle  

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.