

From: Thirsty West House Publishing – Brandan Mackowsky and Urvesh Patel
To: Mart Doyle
Subject: Weekly Progress Report – *Sept 23, 2016*

Period: 10/07/2016-10/14/2016
Hours: 6 **Hours to Date:** 22

Accomplishments for Oct 14, 2016

- 1) Used the information attained from the meeting last week to expand our framework.
- 2) Gathered all the documents into one place on google drive.
- 3) Readjusted the budget to reflect the project cost.

Goals for Oct 21, 2016

- 1) Arrange a meeting with Josh (Entrepreneur) to update on the project since we did not meet this week.
- 2) Separate the documents that can be shared with Josh such as communication plan, WBS, project scope, etc.
- 3) Meet with Courtney (PM Coach) next week in order to address all the updates and issues.

Issues:

- 1) Schedule a meeting with the entrepreneur since the entrepreneur's schedule is not flexible.
- 2) Unsure of which documents to share with the entrepreneur and which documents not to share.