

From: Thirsty West House Publishing – Brandan Mackowsky and Urvesh Patel
To: Mart Doyle
Subject: Weekly Progress Report – *Oct 28, 2016*

Period: 10/22/2016-10/28/2016
Hours: 15 **Hours to Date:** 44

Accomplishments for Oct 28, 2016

- 1) Made updates to the scope document to reflect the true project goals.
- 2) Began drafting a budget for the project to ensure that the entrepreneur is spending what he plans to spend and how he can stay on pace as he grows.
- 3) Marketing efforts have made progress and the entrepreneur is in touch with a local bookstore in Brooklyn to sell his products internally.

Goals for Nov 5, 2016

- 1) Help Josh maintain his relationship with the local store to allow his products to gain exposure to a different market away from Philadelphia.
- 2) Expand the project budget to account for Josh's expected growth with the numbers that he would like to spend.
- 3) Continue setting the entrepreneur up for his business legalization process by providing him additional pros and cons and proper forms to fill out.

Issues:

- 1) Tuesday Meetings did not work for everyone so we readjusted the new meeting time to Thursday at 330p.
- 2) Establishing a fixed budget amount for the project as it is more on an expense and revenue basis with reinvestment currently.