

From: *Thirsty West House Publishing*
To: Mart Doyle
Subject: Weekly Progress Report – Nov, 04 2016

Period: *10/28/2016-11/04/2016*
Hours: 6 **Hours to Date:** 50

Accomplishments for Nov 04, 2016

- 1) *Josh got a shelf space to place one of his books at a store in NY.*
- 2) *Expanded the project's budget to account for Josh's expected growth with the numbers that he would like to spend.*
- 3) *Finalized on the type of business Josh would like to legalize as: LLC.*

Goals for Nov 11, 2016

- 1) *Make necessary changes to the WBS.*
- 2) *Revise the budget and get an approximate number on the starting budget Josh started with at the beginning of the project.*
- 3) *File an application to legalize the business.*

Issues:

- 1) *Missed a meeting as scheduled for weekly update with Josh on Thursday.*
- 2) *Not enough details on how to apply for the legalization of the business.*