

From: *Thirsty West House Publishing – Brandan Mackowsky and Urvesh Patel*
To: Mart Doyle
Subject: Weekly Progress Report – Nov 18, 2016

Period: 11/12/2016-11/18/2016
Hours: 6 **Hours to Date:** 60

Accomplishments for Nov 18, 2016

- 1) Josh began his application for business legalization as an LLC.
- 2) Began discussing grant options to help Josh finance his business activities based on his projected dollar figures that resemble his growth and expansion.
- 3) Started to finalize key documents to prepare them for the final project binder.

Goals for Nov 25, 2016

- 1) Hold our status meeting and discuss Josh's personal success and issues from this week.
- 2) Continue revising the budget to accurately reflect Josh's growth plan.
- 3) Start implementing some of our excel files into MS Project so that they are ready to be submitted in a few weeks.

Issues:

- 1) Josh wanted to focus on his business application and pushed our weekly status meeting to Monday, while we still communicated via a group message during the application process.
- 2) Some documentation for the final project binder may not be applicable to our project and we are looking for supplements for this files.