

**From:** Heather Makwinski, Kevin Hamilton, Kin San Lee – Playysports, Inc.  
**To:** Mart Doyle/Messina  
**Subject:** Weekly Progress Report – *December 2, 2016*

**Period:** *11/19/16-12/2/16*

**Hours:** 4 **Hours to Date:** 15.5

### **Accomplishments for December 2, 2016**

- 1) *Able to begin finalizing some of the documents and getting our project sponsor's approval on some (charter, change management)*
- 2) *Great feedback from Doyle on how to go about writing the 1 page summaries for our project since ours is so different from every other project*
- 3) *Purchased binder to be handed in*
- 4) *Officially delegated who would be responsible for which documents*

### **Goals for December 9, 2016**

- 1) *Review all documents to be handed in for final project*
- 2) *Complete all 1 page summaries for final binder*
- 3) *Remind project sponsor that after 12/12 we are no longer project managers for the project*

### **Issues:**

- 1) *Thanksgiving break caused a halt on some project work*
- 2) *Back end developer seems to have excuses as to why he cannot complete the work that he insists is simple and should not take long – has pushed the final date back a full month*