

**From:** Heather Makwinski, Kevin Hamilton, Kin San Lee – Playysports, Inc.  
**To:** Mart Doyle/Messina  
**Subject:** Weekly Progress Report – *December 9, 2016*

**Period:** *12/3/16-12/9/16*

**Hours:** 4 **Hours to Date:** *19.5*

**Accomplishments for December 9, 2016**

- 1) Finished 90% of the final documents for the binder*
- 2) Finished 80% of the summaries for the binder*
- 3) Feedback from Courtney on some items for our documents since our project was so different*

**Goals for December 12, 2016**

- 1) Run all completed documents through spell checker*
- 2) Print all documents*
- 3) Put everything in the final binder to be handed in on 12/12*

**Issues:**

- 1) Project sponsor did not even show up for our final meeting to go over the transition plan*
- 2) Creating some of our documents has been extremely difficult because our project barely existed*