

From: Heather Makwinski, Kevin Hamilton, Kin San Lee – Playysports, Inc.
To: Mart Doyle/Messina
Subject: Weekly Progress Report – *November 18, 2016*

Period: *11/12/16-11/18/16*

Hours: 2 **Hours to Date:** *11.5*

Accomplishments for November 18, 2016

- 1) Finally able to meet as a group of project managers, was typically just 2/3 of the PM's when we tried to meet in the past*
- 2) Too many issues this week with project sponsor for there to be any other accomplishments*

Goals for November 25/December 2, 2016

- 1) Start completing some of the documents – most are started, but are very brief*
- 2) Begin to think about exactly which documents should or should not go into the final binder*
- 3) Begin to review documents as they are completed*

Issues:

- 1) Project sponsor did not show up to meeting and gave no warning*
- 2) Project sponsor has noted there will be many changes he would like to make and will send them to us. Courtney has advised to contact her when we receive the list of changes in case they are too large to be made this late in the project*
- 3) With Thanksgiving break being next week, we believe there will be a halt on some of the project work*