From: Heather Makwinski, Kevin Hamilton, Kin San Lee – Playysports, Inc.  
To: Mart Doyle/Messina  

Period: 10/29/16-11/4/16  
Hours: 1  
Hours to Date: 7.5

Accomplishments for November 4, 2016

1) Project sponsor gave us a detailed outline of what he would like to see between now and December  
2) Project sponsor agreed to send status updates of the meetings he has with his other teammates

Goals for November 11, 2016

1) Work with sponsor to make appropriate edits to communication plan  
2) Work on the summary pages for each of the items in our binder  
3) Continue to learn more details from sponsor about what goes into front end and back end development

Issues:

1) Still limited time to meet with sponsor  
2) Difficult to meet as a team of project managers  
3) First iteration is still bare bones