

From: Heather Makwinski, Kevin Hamilton, Kin San Lee – Playysports, Inc.
To: Mart Doyle/Messina
Subject: Weekly Progress Report – *November 4, 2016*

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*