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

Period: 10/15/16-010/21/16
Hours: .5  Hours to Date: 5.5

Accomplishments for October 21, 2016

1) Expressed concern of project to Doyle and Courtney
2) Received a new date of when the site will go live
3) Worked to create communication plan and change management plan

Goals for October 28, 2016

1) Get first iteration to go live (still)
2) Begin to create the summary pages for each of the items in our binder since we cannot move forward with most of the other documents
3) Continue to check in with sponsor until the website goes live

Issues:

1) It is hard to create the majority of the documents without the needed details/information from the sponsor
2) Still need better communication with the sponsor
3) First iteration of the website still has not gone live – our sponsor does not want to move forward with anything until the first iteration actually goes live. We are still stuck in a stand still here.