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

Period: 10/22/16-10/28/16
Hours: 1   Hours to Date: 6.5

Accomplishments for October 28, 2016

1) Site went live just the other day
2) Updated change management plan
3) Created stakeholder list

Goals for November 4, 2016

1) Have a new kickoff meeting now that the site has gone live
2) Continue to work on the summary pages for each of the items in our binder
3) Get a more detailed plan from sponsor on front end/back end requirements to begin wbs

Issues:

1) Limited knowledge shared with us from sponsor on what goes into the front end and back end of creating the second iteration
2) Still need better communication with the sponsor – he did not even tell us when the website went live
3) First iteration of the website is super bare bones, the buttons do not even work