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To: Mart Doyle/Messina
Subject: Weekly Progress Report – *October 28, 2016*

Period: *10/22/16-010/28/16*

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*