From: Doyle 17 - Heather Makwinski, Kevin Hamilton, Kin San Lee
To: Mart Doyle

Period: 09/24/16-09/30/16
Hours: 1  Hours to Date: 2

Accomplishments for September 30, 2016

1) Received a new team member
2) Started to scope the project
3) Established meeting times with both project sponsor and Courtney from now until the end of the semester

Goals for October 7, 2016

1) Re–do all already existing documents to reflect the new project the sponsor wants us to help with
2) Establish charter document and send to sponsor for approval
3) Research process of launching a website to better understand how the WBS will come together

Issues:

1) The project sponsor changed what he wanted our help with from a mobile app to a second iteration of the website (when the first iteration still is not live yet) forcing us to re think ideas
2) The project sponsor still has limited availability and will occasionally miss meetings
3) A project manager has missed 3 meetings now with no warning/excuse