

From: Doyle 17 - Heather Makwinski, Kevin Hamilton, Kin San Lee
To: Mart Doyle
Subject: Weekly Progress Report – *September 30, 2016*

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*