**From:** Rhea Prabhu

**To:** Mart Doyle

**Subject:** Weekly Progress Report- *October 21, 2016*

**Period:** 10/15/16-10/21/16

**Hours: 2 Hours to Date: 10**

**Accomplishments for 10/15/16-10/21/16:**

1. Presented a proposition value to Will (Power Point) and got him to buy into what we were proposing, partially. We suggested that Will should focus on presenting a barebones application, website, have all the documentation needed to enter Temple BYOBB, and be able to present a portfolio to potential investors by the end of the semester.
2. Set a regular meeting time very week.
3. Created a Trello account for project mangers to communicate and collaborate better. Also decided that instead of trying to have all three work together (scheduling conflicts), we can break off into teams of two to make decisions in person.

**Goals for** **10/15/16-10/21/16:**

1. Send Will and his new research assistant a finalized scope document for them to sign, so that the project does not shift/lose focus again. We made it explicitly clear that in order for Will to have something substantial to present to investors by the end of the semester, he must have something to show for his idea, and to do that, we must stick to one scope.
2. Create a new project schedule and work breakdown structure based on new scope.
3. Create a RACI chart based on new scope.

**Issues**

1. Prior to this week, Will had a very general and broad idea of what he wanted to do. We couldn’t get specific goals out of him, without him talking about the research he did into competitors that wasn’t necessarily relevant to his project. In addition, it was difficult to manage Will’s expectations given the time and budget constraints he has. After talking, the PMs decided it was time to give him a focus, hence our pitch spearheaded by Kevin’s suggestion for Will, and were able to come away with 4 realistic and important goals to achieve by the end of the semester. Hopefully Will will be able to stick to these moving forward.