

**From:** Shannon McCabe, Bridget Silk – IdeasX  
**To:** Mart Doyle  
**Subject:** Weekly Progress Report – *September 23, 2016*

**Period:** *09/16/16 – 09-23/16*

**Hours:** 4      **Hours to Date:** 4

### **Accomplishments for September 23, 2016**

- 1) *Narrowed down our scope to two overarching goals for the semester*
- 2) *Set up an in-depth meeting with our entrepreneur to review the scope and WBS together*
- 3) *Created a meeting schedule for the rest of the semester*

### **Goals for September 30, 2016**

- 1) *Complete the scope of the project*
- 2) *Complete the work breakdown structure that will run until the end of the semester*
- 3) *Set tasks for Tyler to begin attracting developers*

### **Issues:**

- 1) *Making sure to sustain the current progress we are making. It is easy for projects to lose their pace quickly*
- 2) *Helping to provide our entrepreneur with realistic goals and deadlines*
- 3) *Consistently getting approval on documents so that the whole team is on the same page*