From: Shannon McCabe, Bridget Silk – IdeasX  
To: Mart Doyle  

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