

**From:** *Ka Bom Designs*  
**To:** Mart Doyle  
**Subject:** Weekly Progress Report – *October 14, 2016*

**Period:** *10/10/16-10/14/16*  
**Hours:** 5      **Hours to Date:** 30

### **Accomplishments for *October 14, 2016***

- 1) *Analyze the first draft of the pitch presentation PowerPoint document, gather recommendations for the team.*
- 2) *Send revisions for PowerPoint to the team members and get them to evaluate recommendations and make appropriate changes*
- 3) *Begin to brainstorm the next phase of artisan acquisition.*

### **Goals for *October 21, 2016***

- 1) *The team should have the next draft of the pitch presentation by early next week, so we will get that solidified.*
- 2) *Ideally next week we will send the pitch out to the artisans that we have selected as possible partners.*
  - a. *We need to select the best way to contact artisans with our initial pitch presentation materials - this will generate interest among artisans for strategic partnerships.*
- 3) *Meet face to face during the week so we can discuss the website prototype - that the PM's believe is mandatory for the project.*

### **Issues:**

- 1) *Last we spoke - the entrepreneurs on our team were unsure if the prototype website could fit into the scope of the project - but the PM's need to get them to realize how vital it is.*
- 2) *We need to secure a face to face meeting - this will make it easier to convey our strategy and vision for the project.*
- 3) *We need to begin pushing deeper into the execution of the project if we want to maintain on schedule for the project.*