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.