

From: *Ka Bom Designs*
To: Mart Doyle
Subject: Weekly Progress Report – *October 28, 2016*

Period: *10/21/16-10/28/16*
Hours: 5 **Hours to Date:** 42

Accomplishments for *October 28, 2016*

1. *Restructured pitch to designers*
2. *Review logo designs.*
3. *Policies and procedures document*

Goals for *November 4, 2016*

1. *Website prototype building.*
2. *Research 20 more artisans and add them to the artisans list we already made.*
3. *Contacting with our entrepreneurs about some change to scopes document*

Issues:

1. *Entrepreneurs are too busy to meet with us face to face.*
2. *Due to some miscommunication and misunderstanding, entrepreneurs don't trust us about the necessity of building the webpage prototype.*
 - a. *They believe we ask them to do that is because the webpage prototype is one of our course requirements*
 - b. *In the Email they write to us, they include webpage prototype in this week task, but they also said they don't want to do that, it makes Project Managers are very confused. We will keep contact through email and get the answer.*
3. *Entrepreneurs add new scope without telling Project Manager. They were working on review logo designs last week. when they finish working on this, they let us know using one sentence without ask any feedback or help.*
 1. *We should add the new scope into work breakdown structure and change scope documents. It's not a hard work to do but if they can tell us earlier we can have a better understanding of each other.*