

From: *Gobabl Team*
To: Mart Doyle
Subject: Weekly Progress Report – *Month day*, 2016

Period: *10/03/2016-10/07/2016*
Hours: 3 **Hours to Date:** 7

Accomplishments for *Month Day*, 2016

- 1) *Review the list of 31 artisans and made some search about them, got more detail information about each artisans.*
- 2) *Starting our weekly report progress due to our sponsors do not have enough time meet with us.*

Goals for *Month Day*, 2016

- 1) *Start working on PowerPoint, make some changes that increase the feedback from artisans.*
- 2) *Finish our PowerPoint by the end of the next week, and start sending email to artisans.*

Issues:

- 1) *Project Manager's feedback always got refused by sponsors. Project Manager should brainstorm more.*
- 2) *Due to this week is the midterm for both Project Managers, PM did not check whether or not sponsors doing well.*