**From:** *Ka Bom Designs*

**To:** Mart Doyle

**Subject:** Weekly Progress Report – *October 28*, 2016

**Period:** *10/28/16-11/04/16*

**Hours:**  *5***Hours to Date:** *47*

**Accomplishments for *October 28*, 2016**

1. *Manage expectations of scope*
2. *Redesign scope*
3. *Restructure WBS*

**Goals for November 4, 2016**

1. *Website prototype building.*
2. *Research 20 more artisans and add them to the artisans list we have (bring total to 70).*
3. *Hold team meeting to discuss next steps of project schedule.*
4. *Begin analyzing what needs to be done for the procedures document and give recommendations to entrepreneurs.*

**Issues:**

1. *Unable to hold a team meeting for the second week in a row.*
2. *No buffer time available - we must begin website prototype ASAP to complete project on time.*