

**From:** *KaBom Designs*  
**To:** Mart Doyle  
**Subject:** Weekly Progress Report –11/11/2016

**Period:** *11/04/2016-11/11/2016*  
**Hours:** 4   **Hours to Date:** 51

**Accomplishments for 11/11/2016**

- 1) *We completed the brainstorming for our webpage prototype. This is the website prototype we will show to potential artisans. Over the rest of the semester, our entrepreneurs will be tasked with adding content to the pages and completing construction.*
- 2) *Entrepreneurs continued drafting of the policies and procedures document.*
- 3) *Added 10 more artisans to the list (now at 80 total).*

**Goals for 11/18/2016**

- 1) *Completion of prototype home page.*
- 2) *Add 10 more potential artisans to our list (bring it to 90 total).*
- 3) *Complete policies and procedures document*

**Issues:**

- 1) *This week we are in a very good status, our entrepreneurs are working hard to meet our new milestones and objectives.*
- 2) *Just a little concerned about the website prototype. We are not sure if our entrepreneurs can do the prototype on time due to our entrepreneurs are not very familiar with how to use the web page builder.*
  - a. *We have set them up with Wix, a drag and drop website builder similar to Wordpress.*
  - b. *We think they may ask us for more help making the prototype, but we will have to tell them we cannot help, it is not our job as PM's to make the website.*