

From: *Ka Bom Designs*

To: Mart Doyle

Subject: Weekly Progress Report – *November 18th, 2016*

Period: *11/11/16-11/18/16*

Hours: 5 **Hours to Date:** 56

Accomplishments for 11/18, 2016

- 1) *Entrepreneurs completed the webpage prototype home page.*
- 2) *Entrepreneurs added 10 more artisans on the artisans list (now we have 90 artisans).*
- 3) *Entrepreneurs continued drafting the policies and procedures documents, the first full draft will be done on this Sunday.*

Goals for 11/18, 2016

- 1) *Next week we will finish the 100 artisans list.*
- 2) *Working on the “Artisans” page and “Contact us” page. Add more links between each page for navigation.*
- 3) *Project manager will check the policies and procedures document and give feedback to our entrepreneurs for revision.*

Issues:

- 1) *Our entrepreneurs are working hard this week, we are in a very good position.*
- 2) *Our entrepreneurs told us the draft of policies and procedures documents will be done on Sunday. Hope they won't miss the deadline.*
- 3) *Unable to have a group meeting for the past week and a half, hopefully able to hold our team call this Sunday.*