

**From:** KwiqWork Project

**To:** Mart Doyle

**Subject:** Weekly Progress Report – October 7, 2016

**Period:** 09/30/2016 – 10/7/2016

**Hours:** 5 **Hours to Date:** 15

### **Accomplishments for October 7, 2016**

- 1. Alex and I researched more about proper documentation we will need to apply to Zahmir's business objectives.*
- 2. Alex and I started to explore possible risk and change management documentation to fit with our project.*
- 3. We chalked up possible risk and change management documents and filled in with what Zahmir had applicable, but much of this needs refinement and editing.*

### **Goals for October 14, 2016**

- 1. Finalize documentation produced thus far with our entrepreneur and map out tasks so that accurate scheduling can be done.*
- 2. Meet up in person so that we can easier collaborate and work together to resolve differences in interpretations of various topics about the project.*
- 3. Hold a productive meeting where all members are present and actually go over documentation and work in detail.*

### **Issues:**

- 1. Again Alex and I are not able to conduct collaborative work in person with Zahmir because of time constraints and limited availability.*
- 2. This week we lost a chance to meet up as Zahmir couldn't make it to campus at all.*
- 3. Alex and I are trying to get extra done over the next few days to make for a productive and progressive meeting with Zahmir next week.*