From: KwiqWork Project
To: Mart Doyle

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.