

From: KwiqWork Project

To: Mart Doyle

Subject: Weekly Progress Report – September 23, 2016

Period: 09/05/2016 – 09/23/2016

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

Accomplishments for September 23, 2016

- 1. Alexandra and I met with the entrepreneur, Zahmir Brooks-Smith, whom we will be assisting as project managers.*
- 2. We established days which will be best to meet, as all of us commute.*
- 3. Informed our entrepreneur what he will need to provide us with so we can get to work as soon as possible.*

Goals for September 30, 2016

- 1. Finalize problem statement, project scope, work break-down structure, project charter and verify this with our entrepreneur.*
- 2. Develop a better relationship among the team so that tasks can be completed more efficiently.*
- 3. Hold a productive meeting where all members are present and actually go over documentation and work in detail.*

Issues:

- 1. Every teammate is not on campus every day during the week, and days when we are our class schedules don't permit much time for in-person, productive meetings.*
- 2. Zahmir isn't presently enrolled this semester and minimally available.*
- 3. The project has poor organization and goals are a bit abstract to start.*
- 4. Alexandra and I do not have the same project management class, so it takes away one more opportunity that we are unable to collaborate effectively.*