From: KwiqWork Project  
To: Mart Doyle  

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.