

From: KwiqWork Project

To: Mart Doyle

Subject: Weekly Progress Report – September 30, 2016

Period: 09/20/2016 – 09/30/2016

Hours: 5 **Hours to Date:** 10

Accomplishments for September 30, 2016

- 1. Alexandra and I met with Zahmir to discuss more about our weekly tasks and goals.*
- 2. Zahmir informed us that he was in the works of teaming with an investor and developers to get started on constructing a platform for his business .*
- 3. We discussed more with Zahmir about more information we will need and that his documentation and ideas need some refinement.*
- 4. Alex and I, outside of meeting in-person, began constructing more of the documentation such as project charter, scope, work breakdown structure, etc.*

Goals for October 7, 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. We are beginning to fall slightly behind because of lack of organization with Zahmir's goals and objectives and how they will fit into the project.*