

**From:** KwiqWork Project

**To:** Mart Doyle

**Subject:** Weekly Progress Report – October 14, 2016

**Period:** 10/7/16 – 10/14/16

**Hours:** 6 **Hours to Date:** 21

### **Accomplishments for October 14, 2016**

- 1. Alex and I were able to set up a productive and collaborative meeting where we sat down with Zahmir and went through several documents to further polish the information we need to document.*
- 2. Talked more in detail with what Zahmir's goals and ideas he wants to utilize and work towards in moving forward.*
- 3. Developed better rapport with Zahmir and Alex as a team, improving the quality of meetings to come.*

### **Goals for October 21, 2016**

- 1. Talk to Mart and figure out what's going to be our best plan of attack to focus on one task that's attainable so we can move Zahmir forward and produce.*
- 2. Further explore ideas on documentation that's best suited for our particular situation.*

### **Issues:**

- 1. Zahmir is still struggling to offer information for us to work with, everything is just too conceptual at this point.*
- 2. Falling behind on total time available for us to produce a cohesive deliverable of any sort.*