

From: KwiqWork Project

To: Mart Doyle

Subject: Weekly Progress Report – October 28, 2016

Period: 10/21/16 – 10/28/16

Hours: 3 **Hours to Date:** 27

Accomplishments for October 28, 2016

- 1. Alex and I have continued to communicate about how and what to edit and update for documentation thus far.*
- 2. I met with Courtney this Friday the 28th and informed her about the progress of our project and how it was lacking. She offered similar insight to Doyle's— focus on the newly formed project and try to produce something.*

Goals for November 4, 2016

- 1. Meet up with Zahmir and Alex to hold another productive and collaborative meeting in person.*
- 2. Strengthen the scope and direction of the project with Zahmir.*

Issues:

- 1. At this point Zahmir is still not in contact with us and hasn't attempted to communicate via text message. This is limiting the progress and opportunity for our influence.*