

From: KwiqWork Project

To: Mart Doyle

Subject: Weekly Progress Report – November 11, 2016

Period: 11/4/16 – 11/11/16

Hours: 2 **Hours to Date:** 32

Accomplishments for November 11, 2016

- 1. Alex and I began to draft deliverables and get a feel for what is expected.*
- 2. Updated change management and risk management with most recent findings and changes*

Goals for November 18, 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. I finally got into contact with Zahmir and he said he made headway on attaining licensing. I then proceeded to ask about the topic of application development and he hasn't answered. This was two days ago.*