

From: KwiqWork Project

To: Mart Doyle

Subject: Weekly Progress Report – November 4, 2016

Period: 10/28/16 – 11/4/16

Hours: 3 **Hours to Date:** 30

Accomplishments for November 4, 2016

- 1. Alex and I discussed changes and updates to risk assessment plan and risk registry.*
- 2. We continue to edit and fill out documentation as we find better definitions or iterations.*

Goals for November 11, 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. We still haven't heard anything back from Zahmir about any progress or where the project is heading in regards to what he will get done.*