

From: *Thirsty West House Publishing – Brandan Mackowsky and Urvesh Patel*
To: Mart Doyle
Subject: Weekly Progress Report – Nov, 11 2016

Period: 11/05/2016-11/11/2016

Hours: 4 **Hours to Date:** 54

Accomplishments for Nov 11, 2016

- 1) Discussed the options and steps that Josh needs to take in order to begin legalizing as an LLC.
- 2) Began projecting dollar figures that Josh will expect to spend and encounter as his growth and expansion continues over the next few years.
- 3) Began discussing goals for Josh after we leave as Project Managers so that he has some framework to follow to continue his business growth.

Goals for Nov 18, 2016

- 1) Find resources for Josh to use in order to save money and time on legalization.
- 2) Continue revising the budget as more details about Josh's growth plan become available.
- 3) Have Josh begin to file an application to legalize the business.

Issues:

- 1) Josh was ill and was not able to focus too much on the project this week.
- 2) Not enough details on how to apply for the legalization of the business.
- 3) Marketing efforts over the last week diminished due to Josh's illness.