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To: Mart Doyle/Messina
Subject: Weekly Progress Report – *October 06, 2016*

Period: *09/30/16-010/07/16*
Hours: *1* **Hours to Date:** *3*

Accomplishments for October 06, 2016

- 1) *Started a draft of our WBS*
- 2) *Acquired positive feedback from sponsor and got more detail about the project*
- 3) *Met with project coach*

Goals for October 14, 2016

- 1) *Change the WBS with more details*
- 2) *Get first iteration to go live*
- 3) *Get sponsors updated business plan*

Issues:

- 1) *Meeting time with other project managers. Still not suitable for all of us*
- 2) *Need better communication with the sponsor*
- 3) *First iteration of the website still has not gone live – our sponsor does not want to move forward with anything until the first iteration actually goes live*