

From: Shannon McCabe, Leeya, Resson, Bridget Silk
To: Mart Doyle
Subject: Weekly Progress Report – November 11, 2016

Period: 11/5/16-11/11/16
Hours: 3 **Hours to Date:** 33

Accomplishments for November 18, 2016

- 1) *Got a response from Russell (Disability Dept) about grant requests – now have a timeframe for when he can request funding*
- 2) *Tyler set a meeting with Julie and a sales representative from ASL (Adaptive Switch Labs)*

Goals for November 18, 2016

- 1) *Edit risk plan to include additional fields like person in charge etc.*
- 2) *Get an update from Tyler on how his meeting with Julie went*
- 3) *Review schedule to include any updated information*

Issues:

- 1) *After three attempts to reach out to our entrepreneur, through email and text, we received a response from him*
- 2) *Some deadlines were ignored/forgotten*