

From: KwiqWork Project

To: Mart Doyle

Subject: Weekly Progress Report – October 21, 2016

Period: 10/14/16 – 10/21/16

Hours: 3 **Hours to Date:** 24

Accomplishments for October 21, 2016

- 1. Updated scope, project charter, WBS, risk assessment/quality control plan in respect to last weeks findings.*
- 2. Continue to search and explore information to help with our documentation.*

Goals for October 28, 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. At this point Zahmir is not in contact with us and hasn't attempted to communicate via text message.*