

Chuckanut Brewery

Project Update Memo

Date: 5/6/2019

To: Mari Kemper, Owner & Spencer Ebel, Manager

From: Michael Messling

CC: Kristi Lewis Tyran

RE: Memo #2

I am excited to be working on this project for you. Chuckanut Brewery was on the top of my list for local business to assist in completing a project. Here is a quick summary of my project so far:

Accomplished the week of April 30-May 6:

1. Meet with you for a progress check
2. Recreated a spreadsheet to fit the new guidelines.
3. Met with Aslan and La Fiamma to collect data.

Plan for next week (May 7-13)

1. Meet with the next round of breweries.
2. Input new data into the spreadsheet.

Thank you for the opportunity to work with you. Please let me know if there are any updates or changes I need to make to my plan.