

Chuckanut Brewery

Project Update Memo

To: Mari Kemper & Spencer Ebel

From: Michael Messling

CC: Kristi Lewis Tyran

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 19-25:

1. Met with you and discussed client contract.
2. Determined a project for me to assist in completing and discussed the tasks that need to be completed.
3. Established a date for the final deliverable. (6/4/19)

Plan for next week (April 26-May 2)

1. Begin to compile pricing data the first four breweries.
2. Begin to formulate an excel spreadsheet for the pricing data.

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.