

MEMORANDUM

To: ██████████
From: Jeffery Nguyen and JASH Studios
Date: 31st March, 2026
Subject: Progress Report 3 for Client Consultation Project

STATEMENT OF PURPOSE

This report will cover our progress from March 22–28 (week 4), including revisions to the client proposal, development of flyer drafts and remediations, communication with our community partner, and upcoming tasks for the next stage of deliverable production.

WEEK 4 ACCOMPLISHMENTS

This week, we finished up the Client Proposal for approval and focused on the creation and revisions of our deliverables. ██████████ revised the Client Proposal to be more concise and to extensively describe the deliverables. Jeffery sent the final Client Proposal to ██████████ via email on March 26, allowing her to view our plan and deliverables. He also completed the flyer and remediation for the Art to Table Dinner at the AC Hotel. ██████████ created a draft of the Mother's Day Farmer's Market card-making flyer and worked on the Texas Music Cafe event flyer and remediation for the social media posts. ██████████ made a list of media sources in order to create a connection for promotion and publicity. All these activities have helped to move the project from planning to production.

UPCOMING TASKS

Next week, we will focus on completing the deliverables. ██████████ will finish outlining press releases 1 and 2, and we will all revise them. ██████████ will create a flyer and remediate it for the soft launch of the gallery opening, and will also create a document compiling all the graphic media assets used by our team. She will continue to revise all drafts of the flyers to ensure they align with each event's purpose and theme. Jeffery will write questions to ask during the meeting with ██████████ to gather additional information on our deliverables and will write Progress Report 3 by April 1. ██████████ will continue to oversee task management, deadlines, and revisions to make sure all of our deliverables align with the Client Proposal.

PLAN FOR REMAINING WORK

Each team member will continue to contribute to the project role he or she is playing to finish the final project deliverables. ██████████ will continue drafting and editing the press releases and reaching out to the sources on her outreach list. ██████████ will continue enhancing the flyer designs and updating them based on team and client feedback. Jeffery will continue to be in touch with ██████████ and prepare questions for future meetings. He will also assist in drafting project reports and written communication. ██████████ will continue assisting in the visuals and also keep a record of our progress by taking meeting minutes. We will continue working together in class

workshops and meetings to revise and finalize all project deliverables for the final portfolio submission.

Jeffery Nguyen