**WEEKLY STATUS REPORT (WSR)**

9/11/2017

**TO:** Abigale Wynn, Daniel Williams

**FROM:** Ryan Graham

**SUBJECT:** Status report for week 9/4

1. **RED FLAGS:** None
2. **ISSUES:** None
3. **ACCOMPLISHMENTS:**

9/10/2017

* Set date for initial client meeting at polis center.

9/11/2017

* Set tentative positions as follows
  + Abigale Wynn- Webmaster
  + Daniel Williams- Lead development
  + Ryan Graham-Team Leader
* Team members created Trello accounts and created Trello Board called Polis

1. **ACTION ITEMS FOR FOLLOWING WEEK:**

* Understand roles on team (All members)
* Understand problem presented by client (All members)
* Meeting will be held 9/13/17 during class time (All members)
* Meet with Adam to procure EPICS site password (Ryan)
* Contact previous team in search of resources (Abigale)