**WEEKLY STATUS REPORT (WSR)**

[10-6-2014]

**TO:** Dr. Panos Linos

**FROM:** Eric Sanders

**SUBJECT:** Status report for week [10-6-2014]

1. **RED FLAGS:** 
   * Having no access to Microsoft SharePoint would be problematic. Not having access to it would mean that we could not properly evaluate the product.
2. **ISSUES:** 
   * The team was recently formed with the addition of Eric.
   * Chris Bowman, our WFYI contact, did not respond to e-mails for over a week due to an issue with a spam filter.
3. **ACCOMPLISHMENTS (dates):**

10-1-2014

* Met with Chris Bowman for an initial meeting.
* Requirements were clarified.

1. **ACTION ITEMS FOR FOLLOWING WEEK (dates):**

* Get Microsoft SharePoint running on a local machine (Eric)
* Review open source projects (Team)