**WEEKLY STATUS REPORT (WSR)**

Monday, September 22, 2014

**TO:** Panos Linos, Bret Mattingly, Alex Correa

**FROM:** Bret Mattingly

**SUBJECT:** Awaiting Initial Meeting

1. **RED FLAGS:** None.
2. **ISSUES:** Diane Lewis and Keesha Dixon both wish to remain primary contact points throughout the length of the project. While this will be an easy request to facilitate, ACT is in a busy production season and finding free time between both ourselves and our contacts may be difficult.
3. **ACCOMPLISHMENTS (dates):**

9/17/2014

* Constructed team wiki (Moodle).

9/22/2014

* Initial meeting at 5 p.m.

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

* Obtain Wordpress credentials. (Bret)
* Obtain media to be used on website. (Both)
* Navigate through current website, taking notes. (Both)
* Construct EPICS website (Both)