**WEEKLY STATUS REPORT (WSR)**

Monday, September 29, 2014

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

**FROM:** Bret Mattingly

**SUBJECT:** Awaiting Website Credentials

1. **RED FLAGS:** None.
2. **ISSUES:** Ms. Dixon would prefer to hand over the website credentials *after* a list of action items has been constructed.
3. **ACCOMPLISHMENTS (dates):**

9/22/2014

* Initial meeting. Laid out expectations and goals.

9/24/2014

* Began researching WordPress plugins and mocking up new design.

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

* Obtain Wordpress credentials. (Bret)
* Create mockups and action plan for next week (Both)
* Obtain media to be used on website. (Both)
* Construct a list of WordPress plugins to be used/considered and become familiar with them. (Both)