

WEEKLY STATUS REPORT (WSR)

Monday, September 22, 2014

TO: Panos Linos, Bret Mattingly, Alex Correa
FROM: Bret Mattingly
SUBJECT: Awaiting Initial Meeting

I. RED FLAGS: None.

II. 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.

III. ACCOMPLISHMENTS (dates):

9/17/2014

- Constructed team wiki (Moodle).

9/22/2014

- Initial meeting at 5 p.m.

IV. 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)