

## **WEEKLY STATUS REPORT (WSR)**

Monday, September 29, 2014

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**TO:** Panos Linos, Bret Mattingly, Alex Correa  
**FROM:** Bret Mattingly  
**SUBJECT:** Awaiting Website Credentials

**I. RED FLAGS:** None.

**II. ISSUES:** Ms. Dixon would prefer to hand over the website credentials *after* a list of action items has been constructed.

**III. ACCOMPLISHMENTS (dates):**

9/22/2014

- Initial meeting. Laid out expectations and goals.

9/24/2014

- Began researching WordPress plugins and mocking up new design.

**IV. 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)