

WEEKLY STATUS REPORT (WSR)

Monday, October 6, 2014

TO: Panos Linos, Bret Mattingly, Alex Correa
FROM: Bret Mattingly
SUBJECT: Signing Agreement, 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):

10/1/2014

- Created list of goals for next two weeks.

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Obtain Wordpress credentials. (Bret)
- Begin working on website, according to list of goals. (Both)
- Upload list of goals to both websites. (Bret)