

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

Monday, November 3, 2014

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**TO:** Panos Linos, Bret Mattingly, Alex Correa  
**FROM:** Bret Mattingly  
**SUBJECT:** Some Media Obtained, Work Underway

**I. RED FLAGS:** None.

**II. ISSUES:** Due to the busy schedule of ACT staff, we have not yet obtained some of the information we need to complete tasks for the website. In the interest of keeping the customer comfortable, we will continue work on tasks that do not require additional input.

**III. ACCOMPLISHMENTS (dates):**

10/29/2014

- Updated staff photos.
- Created new blank pages for Productions & Gallery

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

- Design and format a template for Productions & Gallery pages. (Both)
- Obtain photos to be used for site (Both)
- Continue making edits according to list of goals. (Both)