

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

[9/22/14]

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**TO:** Professor Linos  
**FROM:** Sean, Chris, and Ade  
**SUBJECT:** Status report for week [9/15-9/21]

**I. RED FLAGS:** None

**II. ISSUES:** Need to set up an initial meeting with the client

**III. ACCOMPLISHMENTS (9/15-9/21):**

9/15

- Formed group and exchanged contact information

9/17

- Talked about project expectations
- Set up wiki on Moodle page

9/20

- Exchanged emails with Patric
- She was running an event over the weekend, so we will set up a meeting date on 9/22

**IV. ACTION ITEMS FOR FOLLOWING WEEK (9/22-9/28):**

- Set up page on EPICS site (Sean)
- Set up requirements meeting with Patric (Sean)
- Put together some surveys/requirement gathering documents for meeting (whole team)