

WEEKLY STATUS REPORT (WSR)

[11-17-2014]

TO: Dr. Panos Linos
FROM: Eric Sanders
SUBJECT: Status report for week [11-17-2014]

I. RED FLAGS:

II. ISSUES:

- The EPICS team did not have full access to SharePoint which prohibited us from fully using AVA Project Management Tool in SharePoint.

III. ACCOMPLISHMENTS (dates):

11-12-2014

- The EPICS team met with Chris Bowman and members of his department to discuss the project management tools. We decided to focus our efforts on SharePoint.

11-13-2014

- A meeting for 11/19/2014 was confirmed. We will discuss getting SharePoint set up for a project management tool.

IV. ACTION ITEMS FOR FOLLOWING WEEK :

- Meet with Chris on 11/19/2014 and got necessary privileges for AVA.