

WEEKLY STATUS REPORT (WSR)

[January 26, 2015]

TO: [Panos Linos and Chris Bowman]
FROM: [Ashley Zegiestowsky]
SUBJECT: Status report for week [January 19, 2015 – January 26, 2015]

I. RED FLAGS: NA

II. ISSUES: NA

III. ACCOMPLISHMENTS (dates):

January 21, 2015

- Set up initial contact meeting with client to discuss project

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Conduct initial Meeting (Whole Team) [01-26-2015]
- Define the scope of the project for semester (Chris & Ashley) [01-26-2015]
- Begin preliminary work for project (Ashley) [TBA]