

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

[Date of report]

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**TO:** [Alex Steel, Gwen Kozak, Dennis Drew, Harrison Linden, Panos Linos]  
**FROM:** [Alex Steel]  
**SUBJECT:** Status report for week [9/28-10/4]

**I. RED FLAGS: [DONE]**

**II. ISSUES: [WE FINISHED]**

**III. ACCOMPLISHMENTS (dates):**

12/5/15

- **Final Presentation Done**
- **Final Report Done**
- **Final Dataload Done**
- **Final Test Done**

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

12/15/15

- **Present!**