**WEEKLY STATUS REPORT (WSR)**

9/12/2016

**TO:** Team, Professor Linos

**FROM:** Alex Sottile

**SUBJECT:** Status report for week 9/12-9/16

1. **RED FLAGS:** We need to meet with the client to discuss the project in more detail before we begin work. Austin is setting up a meeting with the client.
2. **ISSUES: None**
3. **ACCOMPLISHMENTS (dates):**

9/7

* Formed team
* Elected team leader and assigned roles
* Contacted client about setting up a meeting

1. **ACTION ITEMS FOR FOLLOWING WEEK (9/12-9/16):**

* Organize client meeting (Austin)
* Outline project (Chris)
* Create/update project web page (Alex)