

WEEKLY STATUS REPORT (WSR)

9/12/2016

TO: Team, Professor Linos
FROM: Alex Sottile
SUBJECT: Status report for week 9/12-9/16

I. RED FLAGS: none

II. ISSUES: 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.

III.

IV. ACCOMPLISHMENTS (dates):

9/7

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

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

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