

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

[3/20/2017]

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**TO:** [Mike Pakjos, Harry Winter]  
**FROM:** [Josh Excell]  
**SUBJECT:** Status report for week [3/20/2017]

**I. RED FLAGS:** [None]

**II. ISSUES:** [Redo templettes]

**III. ACCOMPLISHMENTS (3/13-3/20):**

3/17

- Had a meeting with the WFYI team. We had a open dialog about the template design, as well as the code we were testing for images and fonts.

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

- Redesign templates for Jenny given feedback (Mike)
- Look at 'Hind' outlook error/ replacement? (Josh)
- Review <meta> tag for images for email (Harry)