

WEEKLY STATUS REPORT (WSR)

[2/20/2017]

TO: [Linos, Winter, Pajkos]

FROM: [Excell]

SUBJECT: [2/20]

I. RED FLAGS: Display error specific to Outlook update version

II. ISSUES: N/A

III. ACCOMPLISHMENTS (dates):

- Begun testing html code/metatags
- Begun email template redesign
- Begun research of general font Outlook issues

IV. ACTION ITEMS FOR FOLLOWING WEEK (2/20):

- Pinpoint faulty Outlook versions (Josh, Harry)
- Continue email redesigns (Mike)
- Continue researching modern email designs (Mike)
- Continue testing errors (Josh, Harry)