

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

1/23/17

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**TO:** Patrick, Matthew, Richard, Michael

**FROM:** Patrick, Michael

**SUBJECT:** Status report for week 1/23/17

**I. RED FLAGS: none**

**II. ISSUES: none**

**III. ACCOMPLISHMENTS (dates):**

1/23/17

- Team was formed
- Exchanged contact info
- Delegated team roles
- Emailed client introduction

**IV. ACTION ITEMS FOR FOLLOWING WEEK (1/30/17):**

- Tentative initial meeting with client (Matthew)