

WEEKLY STATUS REPORT (WSR)

1/30/17

TO: Matthew, Michael, Richard, Patrick

FROM: Michael

SUBJECT: Status report for week: 1/30/17

I. RED FLAGS: none

II. ISSUES: Unable to sign in and setup Epics Website page
III. ACCOMPLISHMENTS (dates):

1/30/17

- Set up meeting with client

2/1/17

- Initial meeting with client on 2/1 at Polis Center at 5pm

IV. ACTION ITEMS FOR FOLLOWING WEEK (2/6/17):

- Set up Epics website (Richard)