WEEKLY STATUS REPORT (WSR)
[February 6th]

TO: [All team members and other recipients]
FROM: [The team leader]
SUBJECT: Status report for week [dates]

I.   **RED FLAGS:** [list any critical issues that may result in serious work interruption/suspension]
   ➢ **Code Signing**

II.   **ISSUES:** [list any pending problems that the team is working on]
   ➢ **Meeting with Matt**
   ➢ **WSR on right page/professionalism**
   ➢ Understanding code – in Google Drive .zip swift file (Old)
   ➢ (New hopefully) tomorrow with matt @ 7 outside linos office
   ➢ Meet Domenic

III.   **ACCOMPLISHMENTS (dates):**

   • List of accomplishments
   • Got iPads – Wed last week
   • Got Code – Wed last week
   • Setup meeting time
   • Training learning App (Kids app)
   • Understanding code

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

   • Meeting w/ Matt
   • Establish Gantt Chart/Timetable
   • Pat through by Monday
   • Webpage update/professionalism by Wed
   • Final release of the code (Matt) (Tomorrow)
   • (Code Signing) tentatively tomorrow / if not, Linos - Wed