

WEEKLY STATUS REPORT (WSR)

1/30/17

TO: Panos Linos, James Dombro, Alec Ahlden, Matt Skoog, Patrick Burns, Keith Sustich
FROM: Braden Pampu
SUBJECT: Status report for week 1/30/17

I. RED FLAGS:

- Misinformed on the location of Swift.zip File

II. ISSUES:

- Setting up time to meet w/ Domenic O'Neill & Matt Polston
- Upload all old files to Barnabas Task / COPHS Office 365 group for team to access
- Have Matt Skoog gain Webmaster access w/ Harrison

III. ACCOMPLISHMENTS (dates):

1/24/17

- Created Office 365 group: barnabastask@butler.edu
 - Collaboration
 - Calendar
 - E-mail

1/25/17

- Met w/ Dr. Devine & COPHS Students
 - What Needs Improvement
 - What They Want
 - Understanding End-Users

1/29/17

- Created Google Drive Folder: Barnabas Task / COPHS
 - WSR Uploading
 - File Sharing

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Resolve issues listed above (Braden Pampu, Matt Skoog)
- Explore Swift.zip File When Received From Matt Polston (Team)
 - Go Through Swift.zip File On Wednesday 2/1/17
- Meet w/ Domenic O'Neill & Matt Polston Tuesday 2/7 @ 7PM (Team)