

WEEKLY STATUS REPORT (WSR)

1/23/2017

TO: Team, Professor Linos
FROM: Avery Cheatham
SUBJECT: Status report for week 1/23 – 1/27

I. RED FLAGS: We need to meet with someone who previously worked on the project. I'm setting up a meeting with a previous group member, Jordan Sloan, to get a better idea of the next steps for the project.

II. ISSUES: We need to also meet with the client to review details of the project.

III. ACCOMPLISHMENTS (dates):

1/23

- Formed group and chose team lead

1/25

- Assigned roles within the group
- Brief review of materials
- Scheduled meeting for Monday with Jordan

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Research & learn CSS
- Review Source Code
- Meet with Jordan Sloan