

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

10/9/17

**TO:** Dr. Linos, Mary, Jack, Anthony, Neil, Caleb

**FROM:** Patrick

**SUBJECT:** Status report for week 10/2/17 – 10/8/17

- **RED FLAGS:**

None

- **ISSUES:**

Issue with IT regarding borrowing a mac or two for remainder of semester

- **ACCOMPLISHMENTS (10/2 – 10/8):**

10/2/2017

Each member decided specific issues to begin looking into solving  
Working “issues list” documentation created – Mary

10/4/2017

Met with IT regarding mac loaners and delivered Roy’s business card to Dr. Linos  
Emailed Amanda Ryan about t-shirts and she is looking into making those happen - Mary

10/6/2017

Worked on solving inventory categorization

- **ACTION ITEMS FOR FOLLOWING WEEK (10/9 – 10/15):**

Continue working through specified issues and make sure to keep documenting  
Upload list that Mary is working on to website