

WEEKLY STATUS REPORT (WSR)

[9/25/17]

TO: [Dr. Linos, Trent Miller, Tyler Pollard]

FROM: [Ryan Ooley]

SUBJECT: Status report for week [9/18 – 9/22]

I. RED FLAGS: [N/A]

II. ISSUES: [N/A]

III. ACCOMPLISHMENTS (dates):

9/18

- Created a final draft of an email to send to clients and adjunct professors

9/22

- Created a Google Form for consultants to fill in information about themselves

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Gather information from the Google Form (Trent)
- Visit Professors (Tyler)
- Begin creating a page on the website to list consultants' information (Ryan)