**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]

1. **RED FLAGS:** [N/A]
2. **ISSUES: [**N/A]
3. **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

1. **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)