WEEKLY STATUS REPORT (WSR)
[Date of report]

TO: [Dr. Linos, Tyler Pollard, Trent Miller]
FROM: [Ryan Ooley]
SUBJECT: Status report for week [10/9 – 10/14]

I.   **RED FLAGS:** [Issues with plug-ins]

II.   **ISSUES: [**N/A]

III.   **ACCOMPLISHMENTS (10/9 – 10/14):**

<u>10/9</u>
- Added two more consultants to table

<u>10/11</u>
- Sent out follow up email

IV.   **ACTION ITEMS FOR FOLLOWING WEEK (10/16 – 10/20):**

- Research plugins (Ryan)
- Meet with adjunct professors (Tyler)
- Ask for student feedback on consultants page (Trent)