

WEEKLY STATUS REPORT (WSR)

[10/23/17]

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

FROM: [Ryan Ooley]

SUBJECT: Status report for week [10/16 – 10/20]

I. RED FLAGS: [N/A]

II. ISSUES: [N/A]

III. ACCOMPLISHMENTS (10/16 – 10/20):

10/16

- Sent an additional email to recruit more clients

10/18

- Added the dummy photo

IV. ACTION ITEMS FOR FOLLOWING WEEK (10/23 – 10/27):

- Add new members to table (Trent)
- Contact Gupta (Tyler)
- Contact consultants that have not sent images of themselves (Ryan)