

WEEKLY STATUS REPORT (WSR)

[Week of September 11]

TO: [Ben Cavenagh, Samantha Wright, Kat Nasci, Lauren Hanneman, Billy Thomas]

FROM: [Samantha Wright-Documentation Lead]

SUBJECT: Status report for week [9/11]

I. RED FLAGS: None

II. ISSUES: Waiting for client meeting on Monday September 18 to establish a set plan for our project and the expectations of the client before moving forward

III. ACCOMPLISHMENTS (dates):

September 11

- Set up Trello account and created boards
- Contacted Webmaster
- Outline of approach (website that reads data into a database)

September 13

- Added information to Epics project page
- Put together a list of questions for client meeting on the 18th
- Researched possible approaches to the problem to propose to the client

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Meet with client (All team)
- Following action items for the week will be added after client meeting