

WEEKLY STATUS REPORT (WSR)

[9/11/2017]

TO: [Trent Miller and Tyler Pollard]
FROM: [Ryan Ooley]
SUBJECT: Status report for week [9/11-9/15]

I. RED FLAGS: [N/A]

II. ISSUES: [N/A]

III. ACCOMPLISHMENTS (dates):

9/11/2017

- Put our picture up on the website
- Description of our goal and list of people working on the project with our titles.
- Created our weekly status reports pages.

9/11/2017

Uploaded WSR for week 9/11-9/15

IV. ACTION ITEMS FOR FOLLOWING WEEK (9/18-9/22):

- Rough Draft of an email to send to alumni (Trent)
- Work on creating timeline and project plan for (Ryan)
- Creating list of emails of people that are interested in helping (Tyler)