**WEEKLY STATUS REPORT (WSR)**

2/5/2018

**TO:** Rachel Burke, Dillon O’Donovan, Gabbi Forsythe, Dr. Panos Linos, Michele Venable

**FROM:** Rachel Burke

**SUBJECT:** Status report for week 2/5/2018

1. **RED FLAGS:** There are no critical issues at this point.
2. **ISSUES:** We have not yet received the project from the previous group.
3. **ACCOMPLISHMENTS (dates):**

1/31/2018

* Chose our project and made contact with Michele Venable via email.

2/5/2018

* Found a time to meet with Michele and contacted Lauren Hannemann from last semester’s team via email to meet and get the project.

1. **ACTION ITEMS FOR FOLLOWING WEEK (dates):**

* Team to meet with Michele to discuss the project – 2/7/2018?
* Team to meet with Lauren to get the project – 2/7/2018?