**WEEKLY STATUS REPORT (WSR)**

[2/12/2018]

**TO:** Alyssa Lach, Michelle Jensen, Helen Heimark, Panos Linos

**FROM:** Joshua Etchberger

**SUBJECT:** Status report for week 2/12/2018

1. **RED FLAGS:** the team is still in the discovery mode. We have a meeting with the HRC staff this week. As such, we have no red flags.
2. **ISSUES:** we need to develop a list of requirements and a schedule. To do this, we need to meet with the HRC staff.
3. **ACCOMPLISHMENTS (dates):**

2/7/2018

* Meet with Sponsor
* Contacted HRC team member to set up first meeting

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

* Meet with HRC staff to develop scope, schedule and plan