**WEEKLY STATUS REPORT (WSR)**

[2/5/2018]

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

**FROM:** Joshua Etchberger

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

1. **RED FLAGS:** the team is still in the discovery mode. We have a meeting you our sponsor/mentor on Wednesday, February 7th. As such, we have no red flags.
2. **ISSUES:** our current problem is understanding the project. We have yet to meet with our sponsor, so we have not set expectations, goals, and requirements. Creating these requirements and the project schedule is our main priority.
3. **ACCOMPLISHMENTS (dates):**

1/31/2018

* Assigned the team leader (Josh Etchberger) and sponsor liaison (Alyssa Lach) positions.
* Set up initial meeting with Sponsor.
* Chose project: Club Sports website
1. **ACTION ITEMS FOR FOLLOWING WEEK (dates):**
* Meet with Sponsor (Alyssa, Michelle, Helen, Josh)
* Create project requirements (Alyssa, Michelle, Helen, Josh)
* Create preliminary project schedule (Alyssa, Michelle, Helen, Josh)