

WEEKLY STATUS REPORT (WSR)

9/24/18

TO: Jordan Brooks, Professor Linos

FROM: Clark Otte

SUBJECT: Status report for week 9/24/18-9/27/18

- I. RED FLAGS:** [list any critical issues that may result in serious work interruption/suspension]
- II. ISSUES:** [list any pending problems that the team is working on]
- III. ACCOMPLISHMENTS (dates):**
 - 9/10/18
 - Contacted client and got response
 - 9/19/18
 - Finalized meeting date
- IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):**
 - Research appropriate apps/tools (Clark, Jordan)
 - Prepare the meeting agenda (Clark, Jordan)
 - Create wireframe/prototype (Clark, Jordan)