

WEEKLY STATUS REPORT (WSR)

[Week of 9/12]

TO: Josh Stanaszek, Professor Linos

FROM: Jordan Leonard

SUBJECT: Status report for Week of 9/12

I. RED FLAGS: None

II. ISSUES: [Waiting for the client to respond to our email and set up a meeting.]

III. ACCOMPLISHMENTS (dates):

Date 1 – 9/12

- Set up a Trello board
- Emailed client about setting up a meeting
- Emailed Rachel to meet with her as well

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Meet with client (All team members)
- Prepare for meeting with client (All team members)
- Build Website (Josh Stanaszek)