

WEEKLY STATUS REPORT (WSR)

9/17/18

TO: Jordan Brooks, Professor Linos

FROM: Clark Otte

SUBJECT: Status report for week 9/17/18-9/21/18

- 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
- IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):**
 - Get login for website (Clark)
 - Finalize meeting with client (Clark)
 - Set up page to turn in WSRs (Jordan)