

WEEKLY STATUS REPORT (WSR)

9/24/18

TO: Alfred Johnson III, Olivia Marunde, Dr. Linos
FROM: Noah Warfield
SUBJECT: Status report for week 9/24&9/26

I. RED FLAGS:

➤ None

II. ISSUES:

➤ None

III. ACCOMPLISHMENTS (9/24-9/26):

9/24

- Decided on templates to bring to client.

9/26

- Updated Trello Board

IV. ACTION ITEMS FOR FOLLOWING WEEK (10/1&10/3):

- Keep in contact with client about next meeting meeting- Alfred Johnson III
- Olivia Marunde- Update EPICS Website with WSR's.
- Write Weekly Status Report- Noah Warfield

WEEKLY STATUS REPORT (WSR)

10/1/18

TO: Alfred Johnson III, Olivia Marunde, Dr. Linos
FROM: Noah Warfield
SUBJECT: Status report for week 10/1 & 10/3

I. RED FLAGS:

➤ None

II. ISSUES:

➤ None

III. ACCOMPLISHMENTS (10/1-10/3):

10/1

- Reached out to client to set up another meeting for Friday 10/5.

10/3

- Updated Trello Board. Finalized meeting with client for 2pm on Friday.
- Once we get access to the Website on Monday, our action items can be focused towards what we will do to the website.

IV. ACTION ITEMS FOR FOLLOWING WEEK (10/8-10/10):

- Keep in contact with client's IT person for info regarding Website about next meeting- Alfred Johnson III
- Olivia Marunde- Update EPICS Website with WSR's and Trello Board.
- Write Weekly Status Report- Noah Warfield