

## **WEEKLY STATUS REPORT (WSR)**

10/1/18

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**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