

WEEKLY STATUS REPORT (WSR)

10/01/18

TO: Jordan Brooks, Professor Linos

FROM: Clark Otte

SUBJECT: Status report for week 10/01/18-10/05/18

- 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
 - 9/24/18
 - Completed research on related apps/tools
- IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):**
 - Prepare the meeting agenda (Clark, Jordan)
 - Send meeting agenda/Confirm meeting (Clark)
 - Create wireframe/prototype (Clark, Jordan)