WEEKLY STATUS REPORT (WSR)
10/15/18

TO: Jordan Brooks, Professor Linos
FROM: Clark Otte
SUBJECT: Status report for week 10/15/18-10/19/18

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

10/03/18
  - Held first meeting with clients

IV.   **ACTION ITEMS FOR FOLLOWING WEEK (dates):**

  - Create wireframe/prototype (Clark, Jordan)
  - Get writing or sketching from user (Clark, Jordan)
  - Gather data/situations from client (Clark, Jordan)
  - Requirements Specs document (Clark, Jordan)