

WEEKLY STATUS REPORT (WSR)

10/22/18

TO: Jordan Brooks, Professor Linos

FROM: Clark Otte

SUBJECT: Status report for week 10/22/18-10/26/18

I. RED FLAGS: None

II. ISSUES: None

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):

- Find prototype software (Clark, Jordan)
- Get writing or sketching from user (Clark, Jordan)
- Gather data/situations from client (Clark, Jordan)
- Requirements Specs Document (Clark, Jordan)