

WEEKLY STATUS REPORT (WSR)

[Date of report] 2/19/2019

TO: [All team members and other recipients]
FROM: [The team leader]
SUBJECT: Status report for week [dates] 2/19 - 2/21

I. RED FLAGS: None

II. ISSUES: Still waiting to get everything confirmed with CEO

III. ACCOMPLISHMENTS (dates):

Date1 2/19

- Everybody in the group downloaded VS Code and got HTML extensions
- Setup GitHub repository and added everybody to it
- Reminded Client about sending us the verbiage for the website

Date2 2/21

- Continued to get familiarized with VS Code
- Got email from Ashley (still not ready to send verbiage/waiting for ceo)

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Wait for verbiage from Ashley