WEEKLY STATUS REPORT (WSR)

[Date of report] 2/12/2019

TO: [All team members and other recipients]
FROM: [The team leader]
SUBJECT: Status report for week [dates] 2/12 - 2/14

  I. RED FLAGS: None
  II. ISSUES: Need to learn HTML and Javascript
  III. ACCOMPLISHMENTS (dates):

Date1 2/12

- Prepared for meeting with client

Date2 2/14

- Met with the client to have our meeting
- Learned what they wanted out of the website
- Prepared for next week (assigned tasks)

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Get wireframing done
- Wait for client to send us the verbiage for the website
- Learn more about HTML, Javascript
- Update Trello board when information comes in