WEEKLY STATUS REPORT (WSR)

[Date of report] 2/26/2019

  TO: [All team members and other recipients]

FROM: [The team leader]

SUBJECT: Status report for week [dates] 2/26- 2/28

  I. RED FLAGS: None

  II. ISSUES: Still need verbiage from client

  III. ACCOMPLISHMENTS (dates):

Date1 2/26

- Worked on learning more about HTML and VS Code.
- Learned more about GitHub Pages

Date2 2/28

- Continued to learn about VS Code and extensions for it
- Emailed client to learn more about when they will approve website design

  IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Look for email form client