**WEEKLY STATUS REPORT (WSR)**

2/10/2020

**TO:** Panos, Andrew, Zach, Tim

**FROM:** Brianna

**SUBJECT:** Status report for week of the 10th of February

1. **RED FLAGS:** My laptop is having issues with the epics website so I cannot upload all my things on there with it, but I can use one of the lab computers instead, so it shouldn’t be too inhibiting, just inconvenient.
2. **ISSUES:** We still need access to the trello board so that we can prioritize what things we want to work on from there.
3. **ACCOMPLISHMENTS (dates):**

Sprint 1

* We got the trello board and slack working for team coordination and communication.
* We gave our first sprint presentation
* We looked around the epics website and found things we can improve upon.
* We have agreed to a loose structure for team roles wherein we will be responsible for whichever tasks we choose to work on.
1. **ACTION ITEMS FOR FOLLOWING WEEK (dates):**
* Upload documents to epics website (me)
* Prioritize issues on the Webmaster’s trello board (everyone)
* Assign issues to team members (everyone)