**WEEKLY STATUS REPORT (WSR)**

2/2/2020

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

**FROM:** Brianna Sorenson

**SUBJECT:** Status report for week of the 2nd of February

1. **RED FLAGS: None so far, we are just beginning**
2. **ISSUES: None so far, we are just beginning**
3. **ACCOMPLISHMENTS (dates):**

**None so far, we are just beginning**

1. **ACTION ITEMS FOR FOLLOWING WEEK (dates):**
* Look at website and write up what doesn't work and stuff like that (everyone)
* Weekly status report (me)
* Put deliverables on website (me)
* Slack channel (everyone)
* Plannr (everyone)
* Write up summary of first meeting including what tools were using (me)
* Determine team roles (everyone)
* Get action plan (everyone)
* Separate trello board (I’ll set it up)