

## **WEEKLY STATUS REPORT (WSR)**

9/14/2020

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**TO:** Katlyn Murphy, Jacob Domanski, Oumou Toure  
**FROM:** Max Beltz  
**SUBJECT:** Status report for week 9/14/2020

**I. RED FLAGS: N/A**

**II. ISSUES:** Currently we are waiting for our client to give us access to the advertising dashboard in some form. We expect this to come in the next few days but an email reminder will be sent out soon if we do not receive a response

**III. ACCOMPLISHMENTS (dates):**

9/7/2020

- Established group and members
- Found a baseline for positions and skills
- Make an appointment to meet with our client

9/9/2020

- Met with client
- Established expectations for the project
- Got an idea on our next steps

**IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):**

- Create Ads with applicable keywords for information and diagnosis. (Katlyn)
- Create Ads with applicable keywords for donations (Jacob)
- Create Ads with applicable keywords for services (Oumou)