**WEEKLY STATUS REPORT (WSR): Butler Theatre EPICS Fall 2021**

September 15, 2021

**TO:** Lillie Foley, Ray Gosselin, Jack Michalowski

**FROM:** Molly Pratt

**SUBJECT:** Status report for week 9/13/21-9/17/21

1. **RED FLAGS:** Nothing currently.
2. **ISSUES:** Cannot get into project artifacts on EPICS website.
3. **ACCOMPLISHMENTS (dates):**

9/13/21

* Emailed Megan Weigand about introductions and to receive detailed specifications and expectations about the Butler Theatre project.
	+ Received an email back on 9/14/21 with documents that contained more information about the Butler Theatre inventory.
* Emailed Andrew Stinson to create a login for the EPICS website for Molly Pratt (team leader).
	+ Received an email back on 9/13/21 with login information.

9/15/21

* Review and understand the documents provided by Megan Weigand.
* Emailed Megan Weigand about visiting the storage facility and ask clarifying questions about some of the documents she provided.
	+ Meet with Megan on 9/23/21
* Able to access the artifacts on EPICS website
* Look at the artifacts from the last team
1. **ACTION ITEMS FOR FOLLOWING WEEK (dates):**
* Update the EPICS website – Molly Pratt
* Find out if there is any database already set up to work with – Everyone
* Review the artifacts - Everyone
* Meet with Megan next week 9/23/21 - Everyone