#Individual Weekly Status Report

**Introduction**

Individual Weekly Status Report from January 26-31, 2015.

**Details**

**Name:** Clarence Carillaga   
  
**A. Tasks Accomplished**  
- Helped with planning: discussed objectives and background of the company  
- Helped with the Project Proposal: Objectives and Success Factors  
- Executed the Group Meeting: January 29, 2015

**B. Problems Encountered**  
- Coordinating with the previous group in charge of the project   
- Understanding the previous problems of the client  
- Creating new objectives and success factors for the project

**C. Possible Solutions**  
- Contact the previous group and find a way to get in touch with the client  
- Discuss the objectives with the whole group

**D. Next Steps to Accomplish**  
- Create Project Advisor Form  
- Research more about the process of the project  
- Contact the previous group for the client