

WEEKLY STATUS REPORT

To: Whom it may concern
From: Remote Contact
Subject: Status
Period Ending: 10/3/2020
Self Assessment: Green, Yellow, Red

ACTIVITIES COMPLETED THIS WEEK**Completed Deliverables:**

- ☐ Progress on coursera course
- ☐ Increased level of knowledge

ACTIVITIES IN PROGRESS

- ☐ Project Charter

NEXT ACTION

- ☐ Create dates for deliverables

DUE DATE

- ☐ 10/11/20

ACTIVITIES TO BE STARTED NEXT WEEK

- ☐ Set up macbooks with IT

LONG TERM PROJECTS

- ☐ Scala and apache spark knowledge increase

ISSUES FOR IMMEDIATE ATTENTION

- ☐ Project charter

KEY TEAM INTERDEPENDENCIES

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