

# Weekly Project Progress Report

**Project Name**

Enter project name

**Reporting Week**

e.g., 2024-06-01 to 2024-06-07

**Prepared By**

Your name

**Date**

## Summary of Progress

Brief summary of the work done this week

## Milestone/Task Status

Milestone/Task	Status	Remarks

## Challenges & Issues

Describe any challenges or issues faced

## Plan for Next Week

List tasks/milestones planned for next week