Team Progress Status Report

Team Name: Enter team name

Report Date:

Reporting Period: e.g. June 1–7, 2024

Team Members

Name	Role	Present?
Full name	Role	Yes/No

Progress Summary

Brief summary of progress since last report

Tasks Completed

Task	Owner	Completion Date
Completed task	Name	

Ongoing Tasks

Task	Owner	Status/ETA
Ongoing task	Name	e.g. In Progress, 50%, ETA: 6/10

Risks & Issues

Describe any risks, blockers, or support needed

Next Steps

Planned actions for next period