

# Weekly Status Report

Team Name

Enter team name

Week Ending

Prepared By

Name

## 1. Achievements This Week

Summarize key accomplishments, completed tasks, and project milestones...

## 2. In Progress / Ongoing Work

Task / Project	Owner	Expected Completion
Describe task...	Owner name	
Describe task...	Owner name	

Add additional rows as needed.

## 3. Planned Work for Next Week

List goals, deliverables, and action items planned for next week...

## 4. Challenges & Risks

Describe any blockers, issues, or risks...

## 5. Support Needed

Any help or resources required?