

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
<div>Describe task...</div>	<div>Owner name</div>	<div></div>
<div>Describe task...</div>	<div>Owner name</div>	<div></div>

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?