

Group Project Progress Report

1. Project Overview

[Brief description of project scope, objectives, and deliverables]

2. Team Members & Roles

- [Name 1] – [Role / Responsibility]
- [Name 2] – [Role / Responsibility]
- [Name 3] – [Role / Responsibility]

3. Milestones & Progress

Milestone	Status	Owner	Target Date
[Milestone 1]	[Not Started / In Progress / Complete]	[Member Name]	[Date]
[Milestone 2]	[Status]	[Member Name]	[Date]

4. Recent Tasks Completed

1. [Task Description] – [Completion Date]
2. [Task Description] – [Completion Date]

5. Current Issues & Risks

- [Issue/Risk #1]
- [Issue/Risk #2]

6. Next Steps

1. [Next Action Item]
2. [Next Action Item]

Date: [Report Date]

Prepared by: [Group Name or Leader]