

Team Task Progress Review Template

Team Name

Date

Reviewed By

Task Overview

Task	Assigned To	Status	Progress	Comments
<div></div>	<div></div>	<div>e.g., In Progress</div>	<div>e.g., 60%</div>	<div></div>
<div></div>	<div></div>	<div>e.g., Not Started</div>	<div>e.g., 0%</div>	<div></div>
<div></div>	<div></div>	<div>e.g., Completed</div>	<div>e.g., 100%</div>	<div></div>

Overall Progress Summary

Summarize team's progress here...

Challenges / Blockers

List any issues or blockers...

Next Steps / Action Items

Outline next steps or action items...