

WEEKLY PROJECT STATUS REPORT

Report date	Project Name	Editor
4/30/20	5G Medical Field	Guy Butler

STATUS SUMMARY

The project update summary should contain a brief update on how the project is progressing.

- The update summary should in brief cover all the key KPI of the project and highlights if there are any issues.
- The update should mention any new change requests, delays, external factors or resourcing issues that affect the project.
- Providing information on recently achieved milestones or missed milestones can also be included.

PROJECT SCHEDULE

NO	TASKS	START	PROGRESS	STATUS	FINISH
1	Exchange work schedule availability	4/23/2020	100%	Complete	4/30/2020
2	Work on organization of Paper	4/23/2020	90%	in process	5/7/2020
3	Fine tune paper after Q3 Technical Draft	4/23/2020	90%	in process	5/7/2020
4	Developing Final Paper and prepare for Final Submission	3/19/2020	90%	Future Task	5/7/2020

WEEKLY MEETING AGENDA

DATE OF MEETING: 4/30/2020	TIME: 8PM – 10:30PM	LOCATION: BLUEJEANS
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NO	ATTENDEES	JOIN TIME	LEAVE TIME	NOTE
1	Guy Butler	8pm	930PM	Working on finalizing our paper.
2	Irwin Narayan	8pm	930PM	Reviewed and Edited paper.
3	Adrian Johnson	8pm	930PM	Review and edit.
4	Vinod Antony	8pm	930PM	Reviewed and edited the paper with Guy, and Adrian.

DATE OF MEETING: **4/30/2020**

TIME:8PM

LOCATION: ONLINE

MEETING SUMMARY

Line...

- Item 1

Review and edit.

- Item 2

working on finish look of paper

- Item 3

Finishing technical paper to submit for final.. Submitted to Turnitin

NO	ATTENDEES	JOIN TIME	LEAVE TIME	NOTE
1				
2				
3				
4				

PROBLEM HISTORY

Problem	Assign objects	date

CONCLUSION / COMMENTS

[Other comments]