PACE
UNIVERSITY

WEEKLY PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	EDITOR
2/8/2019	选择一项。	Luna Li

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 any issues.
- The update should mention any new change requests, delays, external factors or resourcing issues that affect the project.
- Providing information on recently achievements milestones or missed milestones can also be included.

PROJECY SCHEDULE

NO	TASKS (EXAMPLES BELOW – DELETE & REPLACE)	START	PROGRESS	STATUS	FINISH
1	Exchange work schedule availability	1/31/2019	100%	Complete	1/31/2019
2	**Determine requirements of project**	1/31/2019	50%	On Track	TBA
3			0%	Delayed	TBA
4			0%	Future Task	TBA

WEEKLY MEETING AGENDA

DATE OF MEETING: **1/31/2019**   TIME: 2PM – 5PM   LOCATION: PACE UNIVERSITY

MEETING SUMMARY

Line…
- Item 1
- Item 2
- …

NO	ATTENDEES	JOIN TIME	LEAVE TIME	NOTE
1				
2				

3			
4			

DATE OF MEETING: **1/31/2019**   TIME: LOCATION: ONLINE

MEETING SUMMARY

Line…

- Item 1
- Item 2
- …

NO	ATTENDEES	JOIN TIME	LEAVE TIME	NOTE
1				
2				
3				
4				

PROBLEM HISTORY

PROBLELM	ASSIGN OBJECTS	DATE

CONCLUSION / COMMENTS

[Other comments]