**Individual Status Report:**  <Name> **Date: <Date>**

**Team:** <Team Name>

**Team Members:** <List of Team Members>

## Work Planned Last Week:

1. Item 1
2. Item 2

## Work Completed Last Week:

1. Item 1
2. Item 2

## Work Planned for Next Week:

1. Item 1
2. Item 2

## Open Organizational Issues:

1. Item 1
2. Item 2

## Open Technical Risks:

1. Item 1
2. Item 2

## Closed Organizational Issues:

1. Item 1
2. Item 2

## Closed Technical Risks:

1. Item 1
2. Item 2

## Deliverables and Milestones:

1. Item 1
2. Item 2