# 📝 NLP Project – Technical Lead Report

\*\*Name:\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Date:\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Date:\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ✅ 1. Work Completed (Since Last Report)

\_What you’ve built, implemented, tested or reviewed and an estimate as to how many hours it took to complete

* Example : ……….. (12 hr)

• Feature/Module:  
 ➤ Description:

➤ Tools/Libs Used:

➤ Outcome/Results:



• Code Contributions (if applicable):  
 ➤   
 ➤

## 📌 2. Current Tasks in Progress

\_What you’re actively working on. Include blockers if any.\_

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | ETA | Blockers |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 📅 3. Upcoming Tasks

\_Planned work for the next sprint or phase.\_

• Task:  
 ➤ Purpose/Goal:

➤ Dependencies:



• Task:  
 ➤ Purpose/Goal:

➤ Dependencies:



## 🚨 4. Issues & Risks

\_Bugs, technical debt, resourcing, or anything threatening progress.\_

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Impact | Suggested Action | Owner |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 📈 5. Key Insights / Recommendations

\_Lessons learned, suggestions, architecture notes, or optimizations.\_

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