**Project Status Report – Week 1**

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| **Summary** |

* Project Name
* Date
* Team Name
* Project Manager
* Reporting Period
* Project Completion Status (Green = On Schedule, Yellow = Behind Schedule, Red = Critical Status

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| **Project Repositories** |

* Github
* Gantt Chart (link to gantt chart)
* Github Issue Tracker Link
* Latest Demo/ Presentation
* Other applicable links and repos

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| **Upcoming Milestones & Deliverables** |

* Gantt Chart or list

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| **Change Requests** |

* CR ID
* Description
* Status

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| **Mentor Feedback** |

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| **Tasks Scheduled for Last Week** |

* Task Description
* Status
* Responsibility
* Due Date

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| **Tasks Scheduled for Next Week** |

* Task Description
* Status
* Responsibility
* Due Date

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| **Next Scheduled Mentor Meeting** |

* Date
* Time
* “Location” (Hangouts, Webex, BlueJeans, etc)
* Organizer / Facilitator
* Agenda

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| **Next Scheduled Team Meeting** |

* Date
* Time
* “Location” (Hangouts, Webex, BlueJeans, etc)
* Organizer / Facilitator
* Agenda

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| **Issues & Comments for TA** |