

Team Member Status Report

Name: <John Doe>

Week Ending: <00/00/0000>

Project Name: <Project Name>

Current Week's Activities

Completed

1. <Completed Task>
2. <Completed Task>
3. <Completed Task>

In Progress

1. <Estimated Completion Date> - <In Progress Task>
2. <00/00/0000> - <In Progress Task>
3. <00/00/0000> - <In Progress Task>

Issues / Other

1. <enter issue>

Next Week's Activities

Planned

1. <Estimated Completion Date> - <Planned Task>
2. <00/00/0000> - <Planned Task>
3. <00/00/0000> - <Planned Task>

Risks / Other

- 1.
- 2.

Last Week's Activities

Completed

1. <Completion Date> - <Completed Task>
2. <00/00/0000> - <Completed Task>
3. <00/00/0000> - <Completed Task>

Planned Offsite Dates

Date(s) Out of Office	Reason