

TEAM LEAD STATUS REPORT

Employee information

Employee name	Enter employee name	Project name	Enter Project name
Department	Enter department	GitHub ID	Enter GitHub ID
Report start date	Enter start date	Report end date	Enter end date

Short-term action items

Action item	Due date	Status
Enter action item 1	Enter due date	Enter status
Enter action item 2	Enter due date	Enter status
Enter action item 3	Enter due date	Enter status
Enter action item 4	Enter due date	Enter status
Enter action item 5	Enter due date	Enter status
Enter action item 6	Enter due date	Enter status

Long-term goals

Goals	Due date	Progress
Enter goal 1	Enter due date	Enter progress
Enter goal 2	Enter due date	Enter progress
Enter goal 3	Enter due date	Enter progress
Enter goal 4	Enter due date	Enter progress
Enter goal 5	Enter due date	Enter progress
Enter goal 6	Enter due date	Enter progress

Accomplishments

Enter accomplishments

Concerns

Enter concerns

Team Members

Enter team member name

Enter tasks

Enter team member name

Enter tasks

Enter team member name

Enter tasks

Enter team member name

Enter tasks

Enter team member name

Enter tasks