

# 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