Weekly Status Update x/x/20xx

Timeline:

|  |  |  |
| --- | --- | --- |
| **Where we are** | **Start** | **Finish** |
| **[Phase Title]**  [Brief phase description] |  |  |

Upcoming Tasks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Start** | **Finish** | **Team** | **Status** |
| Task #1 |  |  |  |  |
| Task #2 |  |  |  |  |
| Task #3 |  |  |  |  |
| Task #4 |  |  |  |  |
| Task #5 |  |  |  |  |

Tasks in Progress / Accomplishments

* Item #1
* Item #2
* Item #3

Plans for this week

* Item #1
* Item #2
* Item #3

Known Issues

* Issue #1
* Issue #2
* Issue #3

Discussion

* Item #1
* Item #2
* Item #3