# **Project Weekly Status Report Template**

**Project Name:** BratSpot

**Team #:** 12

**Project Manager:** MichelleMoore

**Team Members:** Nathaniel Behymer,Daniel Hixon, Daniel Meserve, Nathan Stewart, Joseph Thomas

**Date Duration:** 9/20/21 - 9/26/2021

**Tasks scheduled for this week:**

* Project overview documentation
* Weekly progress report

**Tasks completed for this week:**

* Project overview documentation
* Weekly progress report

**Open issues for this week:**

* none

**Open changes for project plan and the reasons for the changes:**

* **Changes:** none
* **Reasons:** none

**Tasks completed by each team member:**

* **Project manager: Michelle Moore -** drafted and submitted project overview documentation and weekly progress report
* **Member 1: Nathaniel Behymer –** reviewed project overview documentation
* **Member 2: Daniel Hixon -** reviewed project overview documentation
* **Member 3: Daniel Meserve -** reviewed project overview documentation
* **Member 4: Nathan Stewart -** reviewed project overview documentation
* **Member 5: Joseph Thomas**

**Tasks scheduled for next week:**

* Revise and submit final version of project overview documentation
* Prepare to analyze user stories and gather requirements