**Weekly Status Report**

**For week ending 10/20/2013**

|  |  |  |  |
| --- | --- | --- | --- |
| Milestones | **Planned Dates** | **Actual Dates** | **Comments** |
| (example – Kickoff meeting) | (MM/DD/YYYY) |  |  |
| (example – Initial Prototype Review) | (MM/DD/YYYY) | (MM/DD/YYYY) | (Delayed due to xyz….) |
|  |  |  |  |

## Accomplished this week

|  |
| --- |
| 1、 |
| 2、 |
| 3、 |
| 4、 |
|  |
|  |
|  |
|  |
|  |
|  |

## Planned for next week

|  |
| --- |
| 1、 |
| 2、 |
| 3、 |
| 4、 |
|  |
|  |
|  |
|  |
|  |

## Issues / Risks Identified

|  |
| --- |
| 1、 |
| 2、 |
| 3、 |