**Weekly Status Report - YYYY-MMM-DD**

*< Texts in this format are comments on how to use the template and are to be deleted when using the template>*

*< Document to be completed by the Team Lead>*

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| **Project Name** |  |
| **Team Lead** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Roles** |  |  |  |
| **Week** | **<Team Member 1>** | **<Team Member 2>** | **<Team Member 3>** |
| 01 | *< role >* | *< role >* | *< role >* |
| 02 |  |  |  |
| 03 |  |  |  |
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| **Weekly Project Summary** |
| *<Enter a very brief summary of the project status, noting any key issues from the last week. Comment on major deliverables completed, milestones reached and if the project is on time. Be brief. >* |

*<Should refer to major deliverables and milestones from the project plan and be updated as the dates and status changes>*

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| **Key Milestones Status** | | | | | |
| **ID** | **Description** | **Planned Completion** | **Forecasted**  **Completion** | **Actual Completion** | **Status** |
|  |  | *yyyy-mmm-dd* | *yyyy-mmm-dd* | *yyyy-mmm-dd* | *<Closed/Open>* |
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| **Key Accomplishments for the Week** |
| *<Provide a brief list of key accomplishments for the past week. This could be in the form of a bulleted list.>* |

*<Should refer to tasks from the project plan>*

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| **Task Assignments for the Coming Week** | | |  |
| **ID** | **Description** | **Assigned To** | **On Schedule** |
|  |  |  | *< Yes, No >* |
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*<Should refer to tasks from the project plan>*

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| **Tasks Completed in the Previous Week** | |  |
| **ID** | **Description** | **Assigned To** |
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*<Briefly describe any issues or risks that require action or attention and the impact they will have>*

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| Issues and Risks |  |
| **Description** | **Impact**  **(L,M,H)** |
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|  |  |
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| **Gantt Chart** |

*< Insert Gantt chart here >*

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| **Git Log** |

*< Insert Git Log here, use the following command*

*git log --since=1.week --pretty=format:"%an: %s"*

*>*