

Weekly Progress Template

Template for ongoing weekly status updates

Date: November 21, 2025

Weekly Progress Report Template

Header Information

- Week of: [Date]
- Last Updated: [Date and Time with Timezone]
- Overall Status: ● On Track | ● At Risk | ● Blocked

Executive Summary

[Brief 2-3 sentence overview of the week]

For Each Project (Learning Agent & Self-Reflection Tool)

Status: ● / ● / ●

Completed This Week

- [Item with owner]

In Progress

- [Item with owner and target date]

Blockers & Risks

- [Critical issues requiring attention]

Key Metrics

- [Quantitative progress indicators]

Action Items

Action	Owner	Due Date	Status
[Description]	[Name]	[Date]	● / ●

Upcoming Milestones

- [Milestone] - [Date] - Confidence: ● High | ● Medium | ● Low