**WEEKLY STATUS REPORT**

**FROM: WEEK ENDING:**

**CLIENT NAME:   PROJECT NAME:**

**ACTIVITIES COMPLETED THIS WEEK**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE:** | **TASK:** | **DEFECT FIXED:** | **STATUS (green, yellow, red)** |
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**ISSUES FOR IMMEDIATE ATTENTION:**

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**KEY TEAM INTERDEPENDENCIES:**

**ACTIVITIES TO BE STARTED NEXT WEEK:**

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|  |

**LONG TERM PROJECTS:**

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| **N/A** |