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| **DATE** |

**WEEKLY STATUS REPORT**

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| **Customer:** |  |
| **Period Ending:** |  |
| **Effort Status:** |  |
| **Assigned Resources:** |  |
| **Problem Statement** | *Summarize customer’s problem statement* |
| **Customer Priorities** | *List out customers top three priorities in order of priority* |

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| **ACTIVITIES COMPLETED THIS WEEK** |

*Summarize the meetings for the week and any outcomes or decisions made.*

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| **ACTIVITIES IN PROCESS** | **NEXT ACTION** | **DUE DATE** |
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| **UPCOMING ACTIVITIES** | |
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| **ISSUES FOR IMMEDIATE ATTENTION** |
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