# Project Status

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <Project Summary Table> | | | | |
| **Project** | **Period Type** | **Hours** | **Billable Amount** | **Budget Used** |
| {% for p in projects %} |  |  |  |  |
| {{ p.code }} – {{ p.name }} | Report Period | {{ p.range\_hours }} hrs | ${{ p.range\_billable | round(2) }} | {{ p.budget\_used\_image }} |
|  | All Time | {{ p.total\_hours }} hrs | ${{ p.total\_billable | round(2) }} | {{ p.budget\_used\_image }} |
| {% endfor %} |  |  |  |  |

## Actions Required or Outstanding Issues

* Nil

## Task Progress

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <Task Progress Table> | | | | |
| **Task Title** | **In Time Period** | **Total Spent** | **Budget** | **Budget Usage** |
| {% for task in tasks %} |  |  |  |  |
| {{ task.title }} | {{ task.in\_time\_period }} hrs | ${{ task.total\_spent }} | ${{ task.budget }} | {{ task.budget\_usage\_image }} |
| {% endfor %} |  |  |  |  |

## Detailed Time Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <Detailed Time Log Table> | | | | |
| **Date** | **Task** | **Notes** | **Hours** | **People** |
| {% for entry in entries %} |  |  |  |  |
| {{ entry.spent\_date }} | {{ entry.task.name }} | {{ entry.notes }} | {{ entry.rounded\_hours }}{% if not entry.billable %} (unbillable){% endif %} | {{ entry.user.name }} |
| {% endfor %} |  |  |  |  |

# Summary of Tasks

## Tasks Completed Last Week

{{ ai\_summary }}

## Tasks Not Completed Last Week



## Goals for Next Week