# Project Status

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project | Period Type | Hours | Billable Amount | Uninvoiced Amount | Budget Used |
| {%- for p in projects -%} |  |  |  |  |  |
| {{ p.code }} – {{ p.name }} | Report Period | {{ p.range\_hours }} hrs | ${{ p.range\_billable }} |  |  |
|  | All Time | {{ p.total\_hours }} hrs | ${{ p.total\_billable }} | ${{ p. uninvoiced\_amount }} | ${{ p.budget\_used\_image }} |
| {%- endfor -%} |  |  |  |  |  |

## Actions Required or Outstanding Issues

* Nil

## Task Progress

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

## Detailed Time Log

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Project | Task | Notes | Hours | People |
| {%- for entry in entries -%} |  |  |  |  |  |
| {{ entry.spent\_date }} | {{ entry.project\_code }} - {{ entry.project }} | {{ entry.task }} | {{ 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