

Team Member Status Report

Name: *<John Doe>*

Week Ending: *<00/00/0000>*

Project Name: *<Project Name>*

Current Week's Activities

Completed

1. *<Completed Task>*
2. *<Completed Task>*
3. *<Completed Task>*

In Progress

1. *<Estimated Completion Date>* - *<In Progress Task>*
2. *<00/00/0000>* - *<In Progress Task>*
3. *<00/00/0000>* - *<In Progress Task>*

Issues / Other

1. *<enter issue>*

Next Week's Activities

Planned

1. *<Estimated Completion Date>* - *<Planned Task>*
2. *<00/00/0000>* - *<Planned Task>*
3. *<00/00/0000>* - *<Planned Task>*

Risks / Other

- 1.
- 2.

Last Week's Activities

Completed

1. *<Completion Date>* - *<Completed Task>*
2. *<00/00/0000>* - *<Completed Task>*
3. *<00/00/0000>* - *<Completed Task>*

Planned Offsite Dates

Date(s) Out of Office	Reason