

## **WEEKLY STATUS REPORT (WSR)**

[Date of report] 1/31/2019

**TO:** [All team members and other recipients]  
**FROM:** [The team leader]  
**SUBJECT:** Status report for week [dates] 1/29 - 1/31

**I. RED FLAGS:** None

**II. ISSUES:** [list any pending problems that the team is working on] Still need to meet with client

**III. ACCOMPLISHMENTS (dates):**

Date1 1/29

- Created Team

Date2 1/31

- Set up Trello and emailed client to set up meeting

**IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):**

- Meet with client