

WEEKLY STATUS REPORT (WSR)

[Date of report] 2/5/2019

TO: [All team members and other recipients]
FROM: [The team leader]
SUBJECT: Status report for week [dates] 2/5 - 2/7

I. RED FLAGS: None

II. ISSUES: Still need to meet with client

III. ACCOMPLISHMENTS (dates):

Date1 2/5

- Prepared for meeting with client
- Worked on designs for the website

Date2 2/7

- Continued to work on preparing for the meeting
- Confirmed date and time to meet with the client (Thursday, 14th)

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Meet with client