

WEEKLY STATUS REPORT (WSR)

[Date of report] 3/5/2019

TO: [All team members and other recipients]
FROM: [The team leader]
SUBJECT: Status report for week [dates] 3/5- 3/7

I. RED FLAGS: None

II. ISSUES: Still need verbiage from client

III. ACCOMPLISHMENTS (dates):

Date1 3/5

- Worked on website
- Everybody worked on different parts of the website

Date2 3/7

- Continued to work on Website design

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Continue to work on website
- Email client with update