

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

[Date of report] 3/19/2019

**TO:** [All team members and other recipients]  
**FROM:** [The team leader]  
**SUBJECT:** Status report for week [dates] 3/19- 3/21

**I. RED FLAGS:** None

**II. ISSUES:** Still need verbiage from client

**III. ACCOMPLISHMENTS (dates):**

Date1 3/19

- Continued to work on website design

Date2 3/21

- Worked on website
- Emailed client to update them on the progress we made

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

- Continue to work on Website and look for email from client