

WEEKLY STATUS REPORT (WSR)

[Date of report] 4/9/2019

TO: [All team members and other recipients]
FROM: [The team leader]
SUBJECT: Status report for week [dates] 4/9- 4/11

I. RED FLAGS: None

II. ISSUES: Still need verbiage from client

III. ACCOMPLISHMENTS (dates):

Date1 4/16

- Worked on Website
- Worked on final report and final presentation

Date2 4/18

- Continued same work

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Finish final report and presentation