

WEEKLY STATUS REPORT (WSR)

[Date of report] 3/26/2019

TO: [All team members and other recipients]
FROM: [The team leader]
SUBJECT: Status report for week [dates] 3/26- 3/28

I. RED FLAGS: None

II. ISSUES: Still need verbiage from client

III. ACCOMPLISHMENTS (dates):

Date1 3/26

- Continued to work on project
- Gameplanned the rest of the semester (What we could finish)

Date2 3/28

- Sent reminder to client about sending us the rest of the Home page
- Continued to work on Website

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Keep making progress on Website