

WEEKLY STATUS REPORT (WSR)

[Date of report] 4/2/2019

TO: [All team members and other recipients]
FROM: [The team leader]
SUBJECT: Status report for week [dates] 4/2- 4/4

I. RED FLAGS: None

II. ISSUES: Still need verbiage from client

III. ACCOMPLISHMENTS (dates):

Date1 4/2

- Continued to work on website design
- Emailed reminder to client

Date2 4/4

- Still working on website and waiting for email from client

IV. ACTION ITEMS FOR FOLLOWING WEEK (dates):

- Wait for email from client