

## **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 4/9

- Worked on Website

Date2 4/11

- Emailed another reminder to the client to send us stuff and to remind them about the final presentation
- Continued work on website
- Worked on poster

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

- Look for email from client
- Work on poster