**WEEKLY STATUS REPORT (WSR)**

[Date of report]

**TO:** [All team members and other recipients]

**FROM:** [The team leader]

**SUBJECT:** Status report for week [dates]

1. **RED FLAGS:** [list any critical issues that may result in serious work interruption/suspension]
2. **ISSUES: [**listany pending problems that the team is working on]
3. **ACCOMPLISHMENTS (dates):**

Date1

* List of accomplishments

Date2

* List of accomplishments

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

* Action item 1 (person responsible)
* Action item 2 (person responsible)
* Action item 3 (person responsible)