

## Team Member Status Report

Name: <Armaan Shah>

Week Ending: <00/00/0000>

Project Name: <Project Name>

### **Current Week's Activities**

#### **Completed**

1. <Completed Task>
2. <Completed Task>
3. <Completed Task>

#### **In Progress**

1. <Estimated Completion Date> - <In Progress Task>
2. <00/00/0000> - <In Progress Task>
3. <00/00/0000> - <In Progress Task>

#### **Issues / Other**

1. <enter issue>

### **Next Week's Activities**

#### **Planned**

1. <Estimated Completion Date> - <Planned Task>
2. <00/00/0000> - <Planned Task>
3. <00/00/0000> - <Planned Task>

#### **Risks / Other**

- 1.
- 2.

### **Last Week's Activities**

#### **Completed**

1. <Completion Date> - <Completed Task>
2. <00/00/0000> - <Completed Task>
3. <00/00/0000> - <Completed Task>

### **Planned Offsite Dates**

Date(s) Out of Office	Reason