Weekly Status Report

Project Name
Name(s) of Participants

Week Ending 8/29/03

1 Planned Accomplishments

1. New item: give internal deadline for deliverable.

2. Person and Scheduled Task name:
   - hours spent by person
   - description of what was done (task doesn’t need to be complete)

3. Scheduled Task name:
   - hours spent by person
   - description of what was done (task doesn’t need to be complete)

2 Other Accomplishments

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3 Next Week’s Plan

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4 Issues

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