Weekly Team Progress Meeting Report

Date: _____

Week Number: _____

Team Name: _____

Prepared by: _____

1. Attendance

Name	Role	Present / Absent	Remarks
Jane Doe	Team Lead	Present	
John Smith	Developer	Absent	On Leave

2. Progress Updates

- Summary of completed tasks and milestones
- Key achievements this week
- Progress against plans/goals

3. Issues & Challenges

1. Description of any challenges faced
2. Actions taken or required to resolve them
3. Support needed

4. Action Items & Next Steps

Action Item	Responsible	Deadline	Status
Update project documentation	Jane Doe	2024-07-10	In Progress
Review codebase	John Smith	2024-07-12	Pending

5. Other Notes / Announcements

- Team social event next week
- New member joining from 2024-07-15

Important Notes about Weekly Team Progress Meeting Reports:

- Keep the report concise and focused on team progress.
- Use this document to track accountability and document follow-ups.
- Share the report with all stakeholders after each meeting.
- Ensure accurate attendance and action item assignment.
- Serve as a reference for future retrospectives and project assessments.