

Consolidated Task Status Update Form

Project/Team Name

Enter project or team name

Date

Reported By

Enter your name

Task Status Table

Task Name	Description	Owner	Status	% Complete	Remarks
UI Design Review	Review finalized UI with stakeholders	Jane	In Progress	60%	Feedback pending
API Integration	Integrate payment API endpoints	Mark	Completed	100%	--
Testing & QA	Prepare and execute test cases	Susan	Not Started	0%	Blocked by dependencies

Summary & Next Steps

Enter overall summary and next action points

Important Notes:

- This form helps consolidate and standardize team task updates for clarity and tracking.
- Ensure task statuses and updates are reviewed regularly for accuracy and timely action.
- Remarks and summary sections are important for highlighting challenges and support required.
- Keep the table updated to reflect all ongoing and upcoming tasks.