Task Completion Status Documentation

Project Name: _____

Document Date: _____

Prepared By: _____

Task Completion Status Overview

#	Task Name	Description	Assigned To	Start Date	Due Date	Status	Remarks
1	Requirement Analysis	Collect and analyze requirements from stakeholders.	Jane Doe	2024-05-20	2024-05-22	Completed	Documentation attached
2	UI Design	Create wireframes and design mockups.	John Smith	2024-05-23	2024-05-28	In Progress	90% done
3	Development	Implement core features.	Team Alpha	2024-05-29	2024-06-12	Pending	Starts after UI approval

Summary

Out of **3** tasks, **1** is completed, **1** is in progress, and **1** is pending.

Important Notes

- This document provides a snapshot of the current status for each task within a project.
- Statuses should be updated regularly to ensure accurate project tracking.
- Include clear remarks for any roadblocks or dependencies.
- Consistent documentation facilitates better communication among team members and stakeholders.
- Archiving older versions helps track project evolution and accountability.