

# Weekly Task Progress Update

Team/Member: \_\_\_\_\_  
Report Period: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

## Summary

Brief overview of the progress, accomplishments, and any key highlights from this week.

## Task Progress

Task Name	Description	Status	Progress (%)	Remarks
Task 1	Short description of Task 1	Completed/In Progress/Not Started	100 / 60 / 0	Any relevant notes
Task 2	Short description of Task 2	Completed/In Progress/Not Started	80	Dependencies or blockers
Task 3	Short description of Task 3	In Progress	50	Etc.

## Plans for Next Week

- Action item or goal 1
- Action item or goal 2
- Action item or goal 3

## Important Notes About Weekly Task Progress Updates

- Keep updates clear, concise, and factual.
- Highlight accomplishments, challenges, and blockers.
- Mention key tasks planned for the upcoming week.
- Ensure status and percentages are up to date and accurate.
- Use this document for transparent team communication and tracking.