

# Weekly Activity Summary Report

Employee Name:

Department:

Week Ending:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor:

## 1. Key Activities Performed

Date	Activity Description	Hours Spent	Status

## 2. Achievements

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 3. Challenges & Issues

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 4. Plan for Next Week

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 5. Additional Comments

## Important Notes

- This report provides a concise overview of key activities and progress each week.
- Include relevant data, highlight significant achievements, and mention any obstacles encountered.
- Use clear and specific descriptions for activities and plans.
- Review and submit the report to your supervisor regularly for transparent communication.