

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.