

Team Progress Tracking Table

Team Name: _____

Date: _____

Task	Owner	Status	Start Date	Due Date	Comments / Next Steps
Initial Planning	Alice	Completed	2024-06-01	2024-06-03	Documentation finalized
Design Mockups	Bob	In Progress	2024-06-04	2024-06-10	Draft expected by end of week
API Integration	Carol	Pending	2024-06-11	2024-06-17	Awaiting design approval
Testing & QA	Team	Pending	2024-06-18	2024-06-24	-

Important Notes

- Update the table regularly to ensure all team members are informed of progress and changes.
- Assign clear ownership for each task to ensure accountability.
- Use the comments section to highlight roadblocks, updates, or support needed.
- Maintain consistency in status descriptions (e.g., Pending, In Progress, Completed).
- This document serves as a single source of truth for the ongoing status of team deliverables.