Daily Status Report Template

Make sure to save a copy so that you can edit your template!:) Follow these clicks: File> Make a copy

Project Name: [Project Name]
Date: [Date]
Team Member: [Name]
Project Manager: [Name]

Completed Work:

- [Task/deliverable completed]
- [Task/deliverable completed]
- [Task/deliverable completed]

Ongoing Tasks:

- [Current task in progress]
- [Current task in progress]
- [Current task in progress]

Issues Encountered:

- [Issue description]
- [Issue description]
- [Issue description]