

## Sample Weekly Report for Team Lead

From: <Your Email>

To: Team, Upper\_Management, Collaborating\_Team\_Leads

Subject: <Team Name> - Weekly report <date>

### Highlights

- Design of module C completed (Jack)
- Module B passed initial testing <log link> (Jill, Jack)

Optionally, names of contributors

Finished work and “good news”

### Unexpected Problems

- Hardware platform not ready to begin tests

Unexpected, unwelcome news, obstacles, setbacks

### Critical Issues

- Expecting license shortage for tool X

Items for immediate attention of the upper manager and project manager

### Individual Activities in Detail

#### This week

Jack

- Design of module C completed
- Started implementation of module C
- Attended training
- Assisted with Module B testing

Jill

- Finished implementation of initial version of tests for module B
- Debugged failed tests for module B
- Corrected documentation for module B <link>

Team member activities copied as-is, unfiltered from their reports. Should contain hyperlinks to published documents for easy access

#### Next week plan

Jack

- Implementation of module C
- Bring up hardware platform when it becomes available
- Explore architecture for module D if time allows

Jill

- Bring up hardware platform when it becomes available
- Explore architecture for module D if time allows

Planned team member activities copied as-is, unfiltered from their reports

### Planned absence

- Nov 21-25 inclusive vacation (Jack)
- Oct 14 corporate training (Jill)
- Nov 24-25 US office closed for Thanksgiving

Alert managers, colleagues to all upcoming absence

<Company Name> Confidential and Proprietary

Standard footer for internal communications