



Weekly Status Report for \_\_\_\_\_

Name \_\_\_\_\_

For the week of \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Attendance # \_\_\_\_\_ Staff # \_\_\_\_\_

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**Next 5 Hot Projects/Action Items**

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

**Current Wins**

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

**Current Challenges/Improvements**

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

**Current Series/Topics**

- \_\_\_\_\_

**Staff Health – Recruitment/Training**

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

**Next Dept Meeting**

- When \_\_\_\_\_
- Where \_\_\_\_\_

**Next Week/Month**

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**Upcoming Projects/Events/Series/Topics**

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

**What I'm Thinking About/Planning For**

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