**Status update**

|  |  |
| --- | --- |
| **Week:** | **Date:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **yes/no** | **Tel:**  | **E-mail:** | **Meeting** |
| **Answers required/Contact required** |  |  |  |  |

|  |  |
| --- | --- |
| **Tasks of the week** |  |
| **Planned tasks for next week** |  |
| **Problems/Questions**  |  |
| **Comments** |  |