

**ERL Telecoms Services Limited Limited Limited**

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| **WEEKLY STATUS REPORT** | | | | | |
| DEPARTMENT: |  |  |  | | |
| EMPLOYEE NAME &ID |  |  | 20/07/2020 | *through* |  |
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| **TASKS ASSIGNED** | | | | | |
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| **TASKS COMPLETED** | | | | | |
| MONDAY | | | | | |
| TUESDAY | | | | | |
| WEDNESDAY | | | | | |
| THURSDAY | | | | | |
| FRIDAY | | | | | |
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| **OUTSTANDING TASKS/TASKS TO BEGIN NEXT WEEK** | | | | | |
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| **URGENT ISSUES** | | **Escalation point & Possible solution** | | | |
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| **COMMENTS** | | | | | |
| **SELF ASSESSMENT & COMMENTS** | | | | | |
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| **MANAGER’S COMMENTS** | | | | | |