

**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** |
|   |
| **MANAGER’S COMMENTS** |