

# Weekly Progress Report: Software Development

Date: 2024-06-07

Prepared by: Software Development Team

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## 1. Summary

The **weekly progress report sample** for software development provides a structured overview of the team's achievements, ongoing tasks, and upcoming goals. It helps stakeholders track project milestones and identify potential risks early. Utilizing this report ensures effective communication and smooth project management throughout the development cycle.

## 2. Key Achievements This Week

- Completed user authentication module and basic UI layouts.
- Integrated initial API endpoints for data retrieval.
- Resolved five bug tickets from the previous sprint backlog.

## 3. Tasks in Progress

- Implementing payment gateway integration.
- Developing user profile management features.
- Ongoing unit and integration testing of existing modules.

## 4. Upcoming Tasks/Goals

- Deploy the staging environment for user acceptance testing (UAT).
- Initiate documentation for end-user manual.
- Optimize database queries to improve performance.

## 5. Issues & Risks

- Potential delay in API integration due to third-party documentation changes.
- Resource constraints with two team members on leave next week.

## 6. Support Needed

- Access to updated third-party API documentation.
  - Approval for overtime request to maintain sprint velocity.
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