

Detailed Project Progress Log Form

Project Name:

Date:

Team Member:

Current Milestone / Phase:

Task(s) Worked On / Progress

Describe today's work & advancements

Issues / Challenges Faced

Report any blockers, problems, or dependencies

Next Steps / Action Items

Outline tasks for next day or sprint

Support / Resources Needed

Mention if team needs help or resources

Submit Log

Sample Project Progress Log (Table View)

Date	Team Member	Milestone	Progress	Issues	Next Steps	Support Needed
2024-06-15	Jane Doe	UI Prototype	Designed the main dashboard interface and reviewed UI with team.	Waiting for logo assets from design team.	Integrate logo once received, continue with navigation menu.	Logo files from Design.
2024-06-15	John Smith	Database Setup	Completed database schema and initial migration scripts.	Encountered a bug with user authentication issue, start data seeding.	Debug authentication issue, start data seeding.	Assistance from backend lead on issue.