

Project Task Log Form - Software Development

This **project task log form** sample is designed specifically for software development teams to efficiently track progress and manage tasks. It enables clear documentation of each task's status, deadlines, and responsible team members. Utilizing this form helps improve project transparency and ensures timely delivery.

Task ID	Description	Assigned To	Status	Start Date	Due Date	Comments/Notes
001	Design login page UI	<input type="text" value="Alex Johnson"/>	<div>In Progress</div>	<input type="text" value="2024-06-05"/>	<input type="text" value="2024-06-10"/>	<input type="text" value="UI mockup approved"/>
002	Implement authentication API	<input type="text" value="Priya Patel"/>	<div>In Progress</div>	<input type="text" value="2024-06-07"/>	<input type="text" value="2024-06-15"/>	<input type="text" value="Awaiting UI integration"/>
003	Write unit tests for authentication	<input type="text" value="Miguel Sanchez"/>	<div>Not Started</div>	<input type="text" value="2024-06-12"/>	<input type="text" value="2024-06-20"/>	<input type="text"/>

Instructions

- Update the form regularly as tasks progress.
- Include relevant comments for blockers, dependencies, or major updates.
- Ensure task status accurately reflects the current state.
- Assign clear ownership for every task.