**This report is to be emailed to XXX by 5PM each Friday,**

**with a copy to YYY.**

|  |  |
| --- | --- |
| Name |  |
| Week Ending |  |

|  |  |
| --- | --- |
| Project |  |
| Purpose |  |
| Update since last week |  |

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| --- | --- |
| Project |  |
| Purpose |  |
| Update since last week |  |

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| --- | --- |
| Project |  |
| Purpose |  |
| Update since last week |  |

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| --- | --- |
| Project |  |
| Purpose |  |
| Update since last week |  |