**PROJECT STATUS MEETING
AGENDA TEMPLATE**

|  |  |
| --- | --- |
| MEETING DATE | MM/DD/YY |
| MEETING LOCATION |  |
| MEETING TITLE / PROJECT NAME |  |
| FACILITATOR |  |

|  |  |  |
| --- | --- | --- |
| SUMMARY |  |  |
| *Enter information about the overall status and highlights.* |  |
|   |   |   |
|  | **X** |  |  | Summary item |  |
|   |   |   |
|  |  |  |  | Summary item |  |
|   |   |   |
|  |  |  |  | Summary item |  |
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|  |  |  |  | Summary item |  |
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|  |  |  |  | Summary item |  |
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|  |  |  |  | Summary item |  |
|   |   |   |

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| --- | --- | --- |
| ROADBLOCKS |  |  |
| *Enter information related to what is preventing this project from moving forward or what barriers the project may face.* |  |
|   |   |   |
|  |  |  |  | Roadblock |  |
|   |   |   |
|  |  |  |  | Roadblock |  |
|   |   |   |
|  |  |  |  | Roadblock |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
| MILESTONES |  |  |
| *Enter information related to project milestones.* |  |
|   |   |   |
|  |  |  |  | Milestone 1 - MM/DD/YY |  |
|   |   |   |
|  |  |  |  | Milestone 2 - MM/DD/YY |  |
|   |   |   |
|  |  |  |  | Milestone 3 - MM/DD/YY |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
| WORK ACCOMPLISHED |  |  |
| *Enter information related to tasks and descriptions of work accomplished, including responsible parties.* |  |
|   |   |   |
|  |  |  |  | Task 1 |  |
|   |   |   |
|  |  |  |  | Task 2 |  |
|   |   |   |
|  |  |  |  | Task 3 |  |
|   |   |   |
|  |  |  |  | Task 4 |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
| ONGOING ACTION ITEMS |  |
| *Enter information related to tasks and descriptions of work that is ongoing, including responsible parties.* |  |
|   |   |   |
|  |  |  |  | Action item 1 |  |
|   |   |   |
|  |  |  |  | Action item 2 |  |
|   |   |   |
|  |  |  |  | Action item 3 |  |
|   |   |   |
|  |  |  |  | Action item 4 |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |
|  |  |  |  | Other |  |
|   |   |   |

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