**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11860&utm_source=template-word&utm_medium=content&utm_campaign=Project+Status+Meeting+Agenda-word-11860&lpa=Project+Status+Meeting+Agenda+word+11860)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 | |  | |
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|  |  |  |  | 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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