**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11856&utm_source=template-word&utm_medium=content&utm_campaign=Project+Status+Meeting+Minutes-word-11856&lpa=Project+Status+Meeting+Minutes+word+11856)PROJECT STATUS   
MEETING MINUTES TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. MEETING DETAILS |  |  |  |  |
| DATE | LOCATION |  | START TIME | END TIME |
| MM/DD/YY |  | |  |  |
| ATTENDEES | | |  |  |
| NAME | | ROLE | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
| 2. PROJECT OVERVIEW | |  |  |  |
| *A brief overview of the project's goals and objectives. Include a summary of the project's current status.* | | | | | |
| OVERVIEW | | | | | |
|  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3. AGENDA |  |  |  |  |
| *A brief outline of the topics or agenda items for the meeting.* | | | | | |
| AGENDA ITEMS | | OWNER / PRESENTED BY | START TIME | DURATION |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| 4. PREVIOUS ACTION ITEMS REVIEW | |  |  |  |
| *A summary of action items from the previous meeting. Include status updates on the completion of these action items.* | | | | | |
| SUMMARY | | | | | |
|  | | | | | |
| ACTION ITEMS AND STATUS UPDATES | | OWNER / PRESENTED BY | STATUS | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
| 5. MILESTONE PROGRESS | |  |  |  |
| *Updates on the completion of key milestones or phases, including any delays or challenges encountered.* | | | | | |
| MILESTONES | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| 6. TASK AND ACTIVITY UPDATES | |  |  |  |
| *Updates on the progress of specific tasks and activities, including any tasks that are completed, in progress, or delayed.* | | | | | |
| TASKS AND ACTIVITIES | | OWNER | STATUS | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7. ISSUES AND RISKS |  |  |  |  |
| *Discuss any new risks or issues identified during the meeting. Include mitigation strategies.* | | | | | |
| RISK OR ISSUE | | MITIGATION STRATEGY | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
| 8. RESOURCE ALLOCATION | |  |  |  |
| *Discuss resource allocation and availability. Include any resource constraints or adjustments.* | | | | | |
| RESOURCES | | AVAILABILITY | CONSTRAINTS | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9. BUDGET AND FINANCIAL UPDATES | |  |  |  |
| *Updates on the project expenditures and budget status. Include any deviations from the original budget plan* | | | | | |
| BUDGET ITEM | BUDGETED AMOUNT | ACTUAL AMOUNT | NOTES | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| 10. CLIENT / STAKEHOLDER COMMUNICATION | | |  |  |
| *Note discussions of any recent interactions with clients or stakeholders. Include updates on feedback received or any changes requested.* | | | | | |
| CLIENT / STAKEHOLDER | | DISCUSSION NOTES | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 11. UPCOMING TASKS AND MILESTONES | |  |  |  |
| *List tasks and milestones expected to be completed before the next meeting. Include potential challenges or concerns regarding upcoming work.* | | | | | |
| TASKS AND MILESTONES | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| 12. NEXT STEPS |  |  |  |  |
| *Summarize key next steps agreed upon in the meeting. Include any follow-up actions or tasks to be taken before the next meeting* | | | | | |
| NEXT STEPS | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| 13. MEETING CONCLUSION | |  |  |  |
| *Note a brief wrap-up of the meeting discussions. Confirm the date, time, and location of the next meeting. Note any materials to be distributed before the next meeting.* | | | | | |
| WRAP-UP | | | | | |
|  | | | | | |
| DATE OF NEXT MEETING | LOCATION OF NEXT MEETING |  |  |  |
| MM/DD/YY |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 14. ATTACHMENTS OR SUPPORTING MATERIALS | |  |  |
| *Link or attach relevant documents, presentations, or reports discussed during the meeting.* | | | | |
| MATERIALS | | | | |
| Links | | | | |
| 15. APPROVAL AND SIGNATURES |  |  |  |
| *Sign below to approve meeting minutes.* | | | | |
| PARTICIPANT NAME | SIGNATURE | | | |
| Name |  | | | |
| Name |  | | | |
| Name |  | | | |
|  |  | | | |
|  |  | | | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |