PROJECT STATUS MEETING MINUTES TEMPLATE

1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME

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

14. ATTACHMENTS OR SUPPORTING MATERIALS

Link or attach relevant documents, presentations, or reports discussed during the meeting.

MATERIALS

15. APPROVAL AND SIGNATURES

Sign below to approve meeting minutes.

PARTICIPANT NAME	SIGNATURE

DISCLAIMER