Project Status Update Meeting Minutes

Meeting Information

Date   _____

Time   _____

Location/Platform   _____

Facilitator   _____

Attendees
- _____
- _____

Agenda

- Welcome and Introductions
- Review Previous Action Items
- Project Status Updates
- Discussion of Issues/Risks
- Next Steps & Action Items

Project Status Updates

Topic/Task	Status	Remarks
_____	_____	_____
_____	_____	_____

Issues & Risks

- _____
- _____

Decisions Made

- _____
- _____

Action Items

Action Item	Responsible	Due Date	Status
_____	_____	_____	_____
_____	_____	_____	_____

Next Meeting

- Date & Time: _____
- Location/Platform: _____