

Project Status Update Meeting Minutes

Project Name: _____

Meeting Date: _____

Location: _____

Time: _____

Prepared by: _____

Attendees: _____

Agenda

- Review of Previous Minutes
- Project Progress Update
- Schedule Status
- Budget Status
- Safety Issues
- Quality Issues
- Open Items & Action Items
- New Business
- Next Meeting

Project Progress Update

Work Completed Since Last Meeting:

Schedule Status

Current Status:

Key Milestones:

Milestone	Planned Date	Actual/Forecast Date	Status

Budget Status

Category	Budgeted	Actual	Variance

Safety Issues

Quality Issues

Open Items & Action Items

Item	Assigned To	Due Date	Status

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New Business

Next Meeting

Date: _____

Time: _____

Location: _____