

# 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**

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**Next Meeting**

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_