PROJECT STATUS MEETING AGENDA TEMPLATE

MEETING DATE
MEETING LOCATION
MEETING TITLE / PROJECT NAME
FACILITATOR

SUMMARY

Enter information about the overall status and highlights.

ROADBLOCKS

Enter information related to what is preventing this project from moving forward or what barriers the project may face.



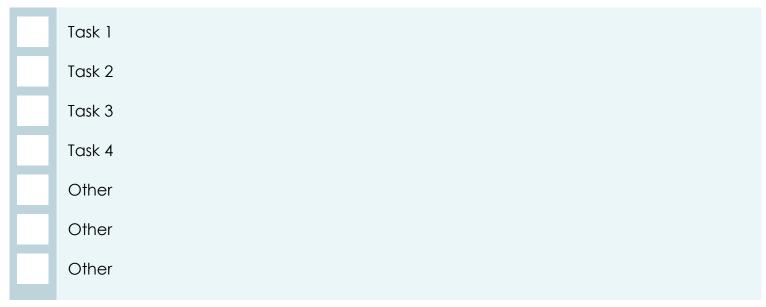
MILESTONES

Enter information related to project milestones.

Milestone 1 - MM/DD/YY
Milestone 2 - MM/DD/YY
Milestone 3 - MM/DD/YY
Other
Other
Other
Other

WORK ACCOMPLISHED

Enter information related to tasks and descriptions of work accomplished, including responsible parties.



ONGOING ACTION ITEMS

Enter information related to tasks and descriptions of work that is ongoing, including responsible parties.



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