**PROJECT STATUS
MEETING MINUTES TEMPLATE**

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| 1. MEETING DETAILS |  |   |   |   |
| DATE | LOCATION |   | START TIME | END TIME |
| MM/DD/YY |  |   |   |
| ATTENDEES |  |  |
| NAME | ROLE |
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| 2. PROJECT OVERVIEW |   |   |   |
| *A brief overview of the project's goals and objectives. Include a summary of the project's current status.* |
| OVERVIEW |
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| 3. AGENDA |  |   |   |   |
| *A brief outline of the topics or agenda items for the meeting.* |
| AGENDA ITEMS | OWNER / PRESENTED BY | START TIME | DURATION |
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| 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 |
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| ACTION ITEMS AND STATUS UPDATES | OWNER / PRESENTED BY | STATUS |
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| 5. MILESTONE PROGRESS |   |   |   |
| *Updates on the completion of key milestones or phases, including any delays or challenges encountered.* |
| MILESTONES |
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| 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 |
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| 7. ISSUES AND RISKS |  |   |   |   |
| *Discuss any new risks or issues identified during the meeting. Include mitigation strategies.* |
| RISK OR ISSUE | MITIGATION STRATEGY |
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| 8. RESOURCE ALLOCATION |   |   |   |
| *Discuss resource allocation and availability. Include any resource constraints or adjustments.* |
| RESOURCES | AVAILABILITY | CONSTRAINTS |
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| 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 |
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| 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 |
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| 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 |
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| 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 |
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| 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 |
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| DATE OF NEXT MEETING | LOCATION OF NEXT MEETING |  |  |  |
| MM/DD/YY |  |

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| 14. ATTACHMENTS OR SUPPORTING MATERIALS |   |   |
| *Link or attach relevant documents, presentations, or reports discussed during the meeting.* |
| MATERIALS |
| Links |
| 15. APPROVAL AND SIGNATURES |   |   |   |
| *Sign below to approve meeting minutes.* |
| PARTICIPANT NAME  | SIGNATURE |
| Name |   |
| Name |   |
| Name |   |
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