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| [Committee/Project Team Name]**Project Status Meeting Agenda** |

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| --- | --- | --- | --- | --- | --- |
| Date: |  | Time: |  | Location: |  |

**Attendees**

|  |  |
| --- | --- |
| **[Committee/Team] Members** | **Guests** |
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# Objectives and Agenda

*[Identify the primary objectives of the meeting. In the following table, provide the agenda. List the topics as well as the presenter, format, and time allocation for each. For “Format,” identify whether the agenda item is intended as a presentation, discussion, or decision item.]*

| **Topic** | **Presenter** | **Format** | **Time** |
| --- | --- | --- | --- |
| 1. Summary of status.
 |  |  |  |
| 1. Accomplishments this period.
 |  |  |  |
| 1. Plans for next reporting period.
 |  |  |  |
| 1. Open actions items.
 |  |  |  |
| 1. Open risks and issues.
 |  |  |  |

# Decisions

*[This section documents decisions made during the meeting.]*

# Outstanding Issues

*[This section documents outstanding issues identified during the meeting.]*

# Action Items

*[This section documents action items assigned during the meeting.]*

| **Action** | **Assigned To** | **Due By** | **Status** |
| --- | --- | --- | --- |
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