PROJECT MEETINGS

Milestone Review Agenda

[Project name]: [milestone name]

MEETING DATE [Month day, year] · **LENGTH** 30 minutes

Time	[00:00] to [00:00]	**Location**	[Room or video link]
Approver	[Name]	**Presenter**	[Name]
Attendees	[Names]		

Objective

Decide whether [deliverable] is accepted, accepted with changes, or sent back, and record why.

Judge the deliverable against the criteria agreed in advance, not against new wishes. New wishes go in the parking lot.

Before the meeting

- Presenter: share the deliverable and the acceptance criteria by [date].
- Approver: review it beforehand and note any criterion you think is not met.

Agenda (30 minutes)

No.	Min	Item	Lead	Purpose
1	**8**	**Walk through the deliverable** What was built and how it was tested.	[Presenter]	Inform
2	**12**	**Check each acceptance criterion** Use the table below. Evidence, not opinion.	[Approver]	Discuss
3	**6**	**Decision** Approve, approve with changes, revise, or defer.	[Approver]	**Decide**
4	**4**	**Next steps** Owners and dates for any changes.	[Notetaker]	**Decide**

Acceptance criteria

Criterion	Met?	Evidence or note
[Criterion 1]	[Yes / No / Partly]	[Test result, link or comment]
[Criterion 2]	[Yes / No / Partly]	[Test result, link or comment]
[Criterion 3]	[Yes / No / Partly]	[Test result, link or comment]
[Criterion 4]	[Yes / No / Partly]	[Test result, link or comment]

MEETING RECORD

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NOTETAKER [Name]

Decision (tick one)

- ☐ Approved
- ☐ Approved with the changes in the actions table
- ☐ Revise and bring back by [date]
- ☐ Deferred until [condition]

Decisions, actions and parking lot

Type	What was agreed	Owner	Due
Decision	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]

Notes

[Anything else worth keeping: numbers quoted, open questions, who to follow up with]