PROJECT MEETINGS

Project Status Agenda

[Project name], week [number]

MEETING DATE
[Month day, year]

LENGTH
30 minutes

Time	[00:00] to [00:00]	**Location**	[Room or video link]
Project lead	[Name]	**Notetaker**	[Name]
Attendees	[Names]		

Objective

> Find out what is off plan and agree what to do about it before it becomes a delay.
>
> Don't read the status report aloud. Everyone reads it before the meeting, and the time goes on what is red or amber.

Before the meeting

- Workstream leads: update the status table below by [day, time].
- Flag anything red at least a day before, so the right people attend.

Agenda (30 minutes)

Min	Item	Lead	Purpose
5	**Progress against plan** Only what changed since last time.	[Project lead]	Inform
10	**Blockers** Each blocker: impact, who can help, by when.	[Leads]	Discuss
8	**Schedule and scope changes** Anything that moves a milestone or changes what we deliver.	[Project lead]	**Decide**
7	**Decisions and owners** Read back what was decided and who acts on it.	[Notetaker]	**Decide**

Status by area

Status is one of: On track, At risk, Off track.

Area	Status	What changed	Next step
Scope	[On track]	[One line]	[One line]
Schedule	[On track]	[One line]	[One line]
Budget	[On track]	[One line]	[One line]
People	[On track]	[One line]	[One line]

Blockers

Blocker	Impact if not fixed	Help needed from	By when
[Blocker]	[What slips, by how much]	[Name or team]	[Date]
[Blocker]	[What slips, by how much]	[Name or team]	[Date]

MEETING RECORD

Project Status Agenda

NOTETAKER
[Name]

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]