CLIENT AND STAKEHOLDER MEETINGS

Stakeholder Update Agenda

[Project or programme name]

MEETING DATE
[Month day, year]

LENGTH
30 minutes

TIME	LOCATION	PRESENTER	NOTETAKER
[00:00] to [00:00]	[Room or video link]	[Name]	[Name]

ATTENDEES [Names]

01 Objective

Give [stakeholders] an accurate picture of progress and risks, and get a decision on [the one thing we need from them].

Lead with the ask, so the decision still gets made if the meeting runs short. Detail comes after.

02 Before the meeting

- Send a one-page update by [date]: progress, risks, and the decision needed.
- Brief the main stakeholder before the meeting so the ask isn't a surprise.

03 Agenda (30 minutes)

NO.	MIN	ITEM	LEAD	PURPOSE
01	**3**	**The ask** The decision or support we need today.	[Presenter]	Inform
02	**8**	**Progress** Milestones met and missed since last update.	[Presenter]	Inform
03	**7**	**Risks and issues** Top three, with what we're doing about each.	[Presenter]	Discuss
04	**8**	**Input or approval** Discuss and decide the ask.	[Stakeholders]	**Decide**
05	**4**	**What we'll communicate** Who tells whom, and what the message is.	[Notetaker]	**Decide**

04 Progress summary

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

MILESTONE	PLANNED	FORECAST	STATUS
[Milestone]	[Date]	[Date]	[On track]
[Milestone]	[Date]	[Date]	[At risk]
[Milestone]	[Date]	[Date]	[On track]

05 Top risks

RISK	IMPACT	WHAT WE'RE DOING	HELP NEEDED?
[Risk]	[High]	[Action]	[Yes / No]
[Risk]	[Medium]	[Action]	[Yes / No]
[Risk]	[Low]	[Action]	[Yes / No]

MEETING RECORD

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NOTETAKER
[Name]

06 Communication plan

AUDIENCE	MESSAGE	WHO TELLS THEM	WHEN
[Team]	[What changed and what it means for them]	[Name]	[Date]
[Customers or partners]	[One line]	[Name]	[Date]
[Leadership]	[One line]	[Name]	[Date]

07 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]

08 Notes

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