**Project Update Meeting Agenda Template\***

|  |  |
| --- | --- |
| **Date and time:** |  |
| **Location:** | If the meeting was held virtually, indicate the platform, room link, and the “owner” of the room. |
| **Attendees:** | List the names of the meeting participants: |
|  | 1. |
|  | 2. |
|  | 3. |
|  | **Notes:** |
|  | Use this field to list the names of attendees who cannot attend as |
|  | well as their reason |
|  | 1 |
|  | 2 |
|  | 3 |

**Milestone #2 - [Milestone name] (℅ [name of task owner])**

* Write the success and roadblocks
* Progress updates on assigned tasks

**Notes:**

* You may indicate here any notes about the task

**Milestone #1 - [Milestone name] (℅ [name of task owner])**

* Write project highlights, success, and roadblocks
* Progress report on each assigned tasks
* You may indicate here any notes about the task.

**Project status update:**

|  |  |
| --- | --- |
| **Individual Status Report # 1** | ℅ [name of person to handle the topic] Allotted time: [x] minutes |
| **Questions/Clarifications** | Roadblock 1: What’s the roadblock* What steps have you taken to overcome them
* How can the team help
	+ Deadline: [insert date]
 |

|  |  |
| --- | --- |
|  | * Notes:
* Roadblock #2 - [Task] (℅ [employee name])
	+ What steps have you taken to overcome them
	+ How can the team help
	+ Deadline: [insert date]
	+ Notes:
 |
| **Action Plans** | Leave this section blank before the meeting. You may use this section for unexpected discussions or time-sensitive issues that may arise during the meeting. |

**Next meeting date and time:**

What time the meeting ended

**Adjournment:**

\*Feel free to customize these templates according to your specific meeting requirements and add or remove sections as needed.