

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

Project status update:	<p>Milestone #1 - [Milestone name] (% [name of task owner])</p> <ul style="list-style-type: none"> • Write project highlights, success, and roadblocks • Progress report on each assigned tasks • You may indicate here any notes about the task. <p>Milestone #2 - [Milestone name] (% [name of task owner])</p> <ul style="list-style-type: none"> • Write the success and roadblocks • Progress updates on assigned tasks <p>Notes:</p> <ul style="list-style-type: none"> • You may indicate here any notes about the task
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Individual Status Report # 1	% [name of person to handle the topic] Allotted time: [x] minutes
Questions/Clarifications	Roadblock 1: What’s the roadblock <ul style="list-style-type: none"> • What steps have you taken to overcome them • How can the team help <ul style="list-style-type: none"> ○ Deadline: [insert date]

	<ul style="list-style-type: none"> ○ Notes: ● Roadblock #2 - [Task] (% [employee name]) <ul style="list-style-type: none"> ○ What steps have you taken to overcome them ○ How can the team help ○ Deadline: [insert date] ○ Notes:
Action Plans	<p>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.</p>

Next meeting date and time:	
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Adjournment:	What time the meeting ended
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**Feel free to customize these templates according to your specific meeting requirements and add or remove sections as needed.*