

# Project Status Meeting Agenda

## 1. Meeting Information

|             |                                      |
|-------------|--------------------------------------|
| Date        | {{Date}}                             |
| Time        | {{Start – End time}}                 |
| Location    | {{Location or video link}}           |
| Facilitator | {{Facilitator}}                      |
| Note-taker  | {{Note-taker}}                       |
| Attendees   | {{Attendees / required vs optional}} |

Fill this block before you send the invite so everyone knows when, where, and who is expected. Name a facilitator and a note-taker — meetings without both tend to drift.

## 2. Objectives

- Give stakeholders a clear, honest read on status against the plan
- Get the decisions and approvals the project needs to keep moving
- Agree the next steps and who owns each before the next check-in

State one to three outcomes this meeting must produce — a decision, a plan, an aligned team. If you cannot name an objective, the meeting can probably be an email.

## 3. Agenda

| Topic                                                   | Lead                | Time   | Type   |
|---------------------------------------------------------|---------------------|--------|--------|
| Status summary:<br>on track /<br>at risk<br>/ off track | {{Project manager}} | 5 min  | Inform |
| Progress since last meeting & upcoming milestones       | {{Project manager}} | 10 min | Inform |

|                                       |                     |        |         |
|---------------------------------------|---------------------|--------|---------|
| Risks & issues — what could derail us | {{PM / owners}}     | 10 min | Discuss |
| Decision & approvals needed today     | {{Sponsor}}         | 10 min | Decide  |
| Budget & resource check               | {{PM / Finance}}    | 5 min  | Inform  |
| Next steps & action items             | {{Project manager}} | 5 min  | Decide  |

Give every item an owner, a time box, and a type — Inform, Discuss, or Decide — so people come prepared and you protect time for the decisions that matter. Put the most important item first, not last.

## 4. Decisions & Notes

| Topic               | Decision / key note  | Follow-up     |
|---------------------|----------------------|---------------|
| {{Decision needed}} | {{What was decided}} | {{Follow-up}} |

Capture decisions as they happen, in the room. A one-line record of what was decided prevents the same debate from reopening next week.

## 5. Action Items

| Action                         | Owner     | Due date     |
|--------------------------------|-----------|--------------|
| {{Action — start with a verb}} | {{Owner}} | {{Due date}} |
| {{Action}}                     | {{Owner}} | {{Due date}} |

Every action needs a single owner and a date — “we” is not an owner. Read these back aloud before you close the meeting so nobody leaves surprised.

## 6. Parking Lot

- {{Issue raised that needs a separate working session}}

*Park anything important that is off-agenda here instead of letting it derail the meeting. Review the parking lot when you plan the next agenda.*

## 7. Next Meeting

|             |                              |
|-------------|------------------------------|
| Date & time | {{Date and time}}            |
| Focus       | {{Main focus for next time}} |

*Set the next meeting before everyone leaves — it is far harder to schedule afterward. Note the main focus so the next agenda almost writes itself.*