Project Name:		Date:	
Facilitator(s):		Time:	
Meeting Type:		Location:	
Attendees:			

MEETING OBJECTIVES

State in one or two sentences the overall purpose and objective of the meeting (you can copy this from your meeting agenda).

ACTION ITEM REVIEW

In the meeting the first item on the agenda was to review the action items from previous meetings. Copy the action items section from the meeting agenda and add a short one sentence status to each item. The status should be on the same line as the action item, but separated with a dash and italicized.

<Assignees Name>
1. First Action Item from last meeting - *Status of this item.*
2. Second Action Item from last meeting - *Status of this item.*

<Assignees Name>
1. First Action Item from last meeting - *Status of this item.*
2. Second Action Item from last meeting - *Status of this item.*
3. Third Action Item from last meeting - *Status of this item.*

<Assignees Name>
1. First Action Item from last meeting - *Status of this item.*
2. Second Action Item from last meeting - *Status of this item.*

SCHEDULE REVIEW

Summarize the status of the project schedule in one to two sentences. Include any risks identified which affect the schedule; also, list them in the next section and added to the risk management plan. Provide a high level list of work completed and work which is planned for the next two weeks.

Work Completed
- Item 1
- Item 2

Planned Work for the Next Two Weeks
- Item 1
- Item 2

RISK MANAGEMENT

Copy the risks from the project meeting agenda and provide a status of the risk to the right of each risk. Include detailed responses to any risks which were realized.

- Risk 1 - *Status of this risk.*
- Risk 2 - *Status of this risk.*
- Risk 3 - *Status of this risk.*

ISSUE MANAGEMENT

Copy the issues from the project meeting agenda and provide a status of the issue to the right of each issue. Include detailed responses to any risks which were realized.

- Risk 1 - *Status of this issue.*
- Risk 2 - *Status of this issue.*
- Risk 3 - *Status of this issue.*

NEW ACTION ITEMS

List all new action items assigned during the meeting. Be sure that all action items are clearly defined, assigned to someone, include due dates.

- Action Item 1 - <description of action item>, <assignee name> and <due date>.
- Action Item 2 - <description of action item>, <assignee name> and <due date>.