# Project Status Meeting Agenda

Project name:

Date and location:

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| **Topic** | **Lead** | **Duration** |
| Introduce and welcome team members | PM | 15 minutes |
| Topic 1: Project background  Project presentation  Q&A | PM + Technical lead | 30 minutes |
| Topic 2 : Review stakeholders  Check with the team who is impacted, who are the key stakeholders, who is the sponsor, and what support is needed to ensure project success | PM | 20 minutes |
| Topic 3: Review project objectives  Update on scope, objectives, deliverables and milestones | PM | 1 hour |
| Topic 4 : Review roles and responsibilities  Discuss about potential changes, new roles, shifts on responsibilities, advisory groups if needed | PM | 30 minutes |
| Topic 5: Review concerns, risks, and other issues  Discuss with the team if there are any issues blocking the project to succeed? How those issues can be addressed | PM | 30 minutes |
| Topic 6: Conclusion and next steps  Discuss about communications, tools used, next meetings, and general summary for each of the topics discussed. | PM | 30 minutes |