# Project Status Meeting Agenda

Project name:

Date and location:

Meeting objectives (5 min)

Project updates

Speaker #1 Key action (5 min)

Speaker #2 Project timeline (5 min)

Speaker #3 Quality check (5 min)

Work in progress

Speaker #1: Roadblocks (5 min)

Speaker #2: Risks (5 min)

Unsolved problems – open discussion (5 min)

Next steps/deadlines/goals (5 min)

Speaker #3 Administrative and Financial report (10 min)

Conclusion / Next meeting