

Project Update Meeting

14 AUGUST 2020 / 10:00 AM / ZOOM CONFERENCE ROOM

Speaker: Alexis Hall, Project Manager

Purpose: The purpose of this meeting is to inform project executives of any updates or changes to the project thus far, discuss how the Analysis phase went, and discuss how we will go ahead with the Design phase.

Attendees

XYZ Company:

Roger Wilson, CFO

Tom Kane, Project Sponsor

Edward Speck, Product Manager

Agenda

1. Current State of the Project (5 mins)
2. Critical Path (5 mins)
3. Mitigation and Action Plans for Risks & Issues (5 mins)
4. Budget Update based on Earned Value (5 mins)
5. Questions (5 mins)