

PROJECT STATUS MEETING MINUTES

1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
	Zoom Meeting	20:30	22:00

ATTENDEES

NAME	ROLE

2. PROJECT OVERVIEW

A brief overview of the project's goals and objectives. Include a summary of the project's current status.

OVERVIEW

3. AGENDA

A brief outline of the topics or agenda items for the meeting.

AGENDA ITEMS	OWNER / PRESENTED BY	START TIME	DURATION

4. TASK AND ACTIVITY UPDATES

Updates on the progress of specific tasks and activities, including any tasks that are completed, in progress, or delayed.

SUMMARY		
ACTION ITEMS AND STATUS UPDATES	OWNER / PRESENTED BY	STATUS

5. MILESTONE PROGRESS

Updates on the completion of key milestones or phases, including any delays or challenges encountered.

MILESTONES

6. UPCOMING TASKS AND MILESTONES

List tasks and milestones expected to be completed before the next meeting. Include potential challenges or concerns regarding upcoming work.

TASKS AND MILESTONES

7. NEXT STEPS

Summarize key next steps agreed upon in the meeting. Include any follow-up actions or tasks to be taken before the next meeting

NEXT STEPS

8. MEETING CONCLUSION

Note a brief wrap-up of the meeting discussions. Confirm the date, time, and location of the next meeting. Note any materials to be distributed before the next meeting.

WRAP-UP

DATE OF NEXT MEETING	LOCATION OF NEXT MEETING
11/04/2024	Zoom Meeting

9. ATTACHMENTS OR SUPPORTING MATERIALS

Link or attach relevant documents, presentations, or reports discussed during the meeting.

MATERIALS
Important links to pay attention to:
Record Link:

10. APPROVAL AND SIGNATURES

Sign below to approve meeting minutes.

NAME	SIGNATURE