# **Status Update for *<Project Title>***

Meeting Date:

## Attendance

Present:

Regrets:

## Previous Business *<Optional Section>*

*<Is there anything from the last status meeting that still needs to be addressed? Have the change requests, if any, been approved and resolved. Have any of the risks identified been actualized?>*

## Project Schedule Status

*<What is the current state of the project timeline? Is the group behind? Are they ahead? Is there any current work of note being done?>*

## Risk Analysis *<Optional Section>*

*<Identify the risks identified. Are there unfinished tasks? Is the project still on time? Was there anything discussed that might affect the quality or timeline of the project in the future?>*

## Change Required *<Optional Section>*

*<Was there anything discussed that is going to require a change? Outline the change required and reference the change number once it has been created>*

## Other Business *<Optional Section>*

*<Was there anything else of note to be discussed? Any technical questions? Any decisions that needed to be made? Is there anything else that needed to be recorded that does not fit under the other sections?>*