**Team Status Meeting**

**Meeting Description**

At this point in the simulation, the team status is assessed via a Team Status Meeting. The Team Lead will host this meeting, gather the team status from you and the rest of your team, and will communicate to the management.

**Participant Instructions**

1. Go to the [Master Practice Primer](https://accenture.desire2learn.com/content/enforced/9406-Pending/NCCC_Project_Work_Products/1_PM/ADF_Java_2_0_Master_Practice_Primer_REF.docx?_&d2lSessionVal=YnoL4daZGC8ne2RyGf0cWMrk8) and review the Status Meeting section for details and tips on conducting this meeting. You will report status to the Project Manager.

2. Launch the [Team Status Report Template](https://accenture.desire2learn.com/content/enforced/9406-Pending/NCCC_Project_Work_Products/1_PM/Release_1/StatusRpt_FERS_R1_TMPL.doc?_&d2lSessionVal=YnoL4daZGC8ne2RyGf0cWMrk8).

3. Rename your updated template document to StatusRpt\_FERS\_<Team ID>\_<Date>.docx.

**Hints and Tips**

* Reflect on what you learned in your Professional Skills Training on what to provide in a team status meeting and the behaviors that promote an effective meeting.