

Weekly Team Meeting Agenda Engineering Project

Meeting Objective: Review progress, resolve blockers, assign new action items

Time	Agenda Item	

0:000:05	Welcome and recap	
0:050:15	Team member updates	
0:150:25	Blockers / Open issues	
0:250:35	New task assignments	
0:350:45	Review of action items & deadlines	
0:450:50	Feedback or open floor	
0:501:00	Wrap-up and next steps	

Real-world model: Similar to weekly stand-ups used by Atlassian and Agile software teams.

References:

Highsmith, J. (2009). Agile project management. Addison-Wesley.