Minutes of Meeting | Weekly Sync Up

**Date:** [DD/MM/YYYY]

**Time:** [HH:MM AM/PM]

**Attendees:** [List team members]

**Facilitator:** [Scrum Master/Team Lead]

### Agenda

**Team progress updates**

1. Update 1
2. Update 2

**Key blockers & dependencies**

1. Blocker 1
2. Blocker 2

**Upcoming deliverables & timelines**

1. Deliverable 1
2. Deliverable 2

**Any additional topics**

**Discussion Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Details | Owner | Status |
| Project Progress | [Summary] | [Owner] | [On Track/Delayed] |
| Blockers & Risks | [Issues identified] | [Owner] | [Mitigation Plan] |
| Next Steps | [Next week’s Tasks] | [Responsible Person] | [Deadline] |

**Action Items**

|  |  |
| --- | --- |
| Team Member | To do |
| [Name] | {Action Item 1], [Action Item 2] |
| [Name] | {Action Item 1], [Action Item 2] |
| [Name] | {Action Item 1], [Action Item 2] |