Project Meeting Agenda

**Meeting Agenda**

Date:

Meeting purpose:

Start time:

Expected end time:

Location:

Items to bring:

Invitees:

**Topics**

General Announcements.

Review minutes of previous meeting.

Project Status Review – Each team member participates by reporting on the following:

* Review actions items assigned at the last meeting
* Accomplishments/activities since last review
* Plans for next period
* Issues resolved
* New issues encountered and if necessary, mitigating plans
* Other comments or concerns

Review assigned action Items