**{Project Name}**

**Status Report as at {date}**

**Attendees:** {list the names of meeting attendees}

|  |
| --- |
| **Agenda / Discussion Items for Meeting**   1. Topic 1 2. Topic 2 |
| **Key Milestones and Status**   * Include key learnings that are being applied, communications that have gone out or need to go out, specific actions that are happening and those coming up * Where applicable identify the specific links to the business plan |
| **Issues, Decisions, Risks**  **Issues**   * {itemize issues in bullet format}   **Decisions Made**   * {itemize decisions in bullet format}   **Risks**   * {itemize risks in bullet format} |
| **Needed from the Business**   * Identify input, resources, follow up requests, etc. needed from the business * Come with recommendations for business to review (not blank sheet of paper) |

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Action** | **Due Date** | **Owner** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Attachments**

* *{list attachments being sent with this report}*

**Next Meeting Date**

*{enter if known, otherwise to be discussed during meeting}*