**{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}*