

Project Status Meeting Worksheet

Project:	Date:
Meeting Leader:	Location:

Attending:

Due/Past Due Action Items

	Task/Activity	Owner	Done?	Target
1.				
2.				
3.				
4.				
5.				

New Agenda Items:

-
-
-
-

New Action Items

	Task/Activity	Owner	Due
1.			
2.			
3.			
4.			
5.			

Comments/Lessons Learned