**Project Weekly Status Meeting Minutes Template**

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**Note: This is a template which can be customized by organization for documenting their kick off meeting. This is a generic template. Projects can have status meeting on weekly or bi-weekly basis. This can be used as template to capture minutes. The Project Manager/Project Coordinator/Project Lead or their designated representative can document and publish the minutes. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendee List Date:**

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| --- | --- | --- |
| **Attendee Name** | **Designation** | **Team Name** |
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**Agenda Items (Individuals can add the agenda based on topics intended to be covered during the course of meeting)**

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| --- | --- | --- | --- |
| **Agenda Item** | **Presenter Name** | **Agenda Overview**  | **Comments** |
| **Current status of the project** |  |  |  |
| **Risks/Issues** |  |  |  |
| **Schedule alignment** |  |  |  |
| **Next steps** |  |  |  |

**Risk & Issues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Item Details** | **Complexity** | **Priority** | **Assigned To** | **Status** |
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**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Details** | **Owner** | **Action Required** | **Date by which item needs to be closed** |
|  |  |  |  |
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