Project Meeting Summary Template

A summary of a project status meeting: where the project stands against milestones, what's at risk, what was decided and who does what next.

Project	
Date	
Project manager	
Attendees	
Overall status	On track / At risk / Off track

Summary

2–3 sentences.

Milestones

Milestone	Planned date	Forecast	Status

Progress since last meeting

-

Risks and issues

Risk / issue	Impact	Mitigation	Owner

Dependencies

We wait for	From whom	By when

Decisions

-

Action items

Action	Owner	Due date

Next meeting

How to fill it in

- **Status is a judgment, so give a reason.** "At risk — design is two weeks late" is useful; a bare colour isn't.
- **Forecast vs plan.** Show both dates so slippage is visible.
- **Every risk gets an owner,** or it's just a worry.
- **Dependencies on other teams** are listed separately — they're the most common reason for delays.
- **Owners and dates only if named.**