

STATUS MEETINGS

View a short tutorial: [Status Meetings Tips](#)



The meeting duration, format, and frequency will vary by project.

We are in Week 5 of our project...

Here's my update...

There is a new issue that popped up...

STATUS MEETINGS: To provide new information, share updates, display the project plan, discuss challenges or roadblocks, do demos, etc.



BEFORE

- **FIRST MEETING – Set norms and expectations**
- **Plan the meeting –** Format, topics, pacing, etc.
- **Inform speakers** in advance
- **Create an agenda** and send it ahead of the meeting

DURING

- Facilitate
- Review the project plan
- Listen actively to the updates
- Look for risks
- **Identify new actions and who's responsible**
- Make sure everyone understands next steps

AFTER

- Post, email, and/or **store notes**
- **Update the project plan** (Excel, Google Sheets, Monday.com), if necessary
- **Stay on top of new actions**