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Project Check-In Meeting Agenda

Meeting Date

Pre-Work:

1. Welcome and Agenda Review (1 minute)

2. Review Meeting Goals/Objectives (2 minutes)

3. Review Action Items from Previous Meeting (5 minutes)

4. Review of Major Deliverables & Status Updates for Each (3-5 minutes per deliverable)

5. Action Items (roundtable – who is doing what by when) & Next Steps (3-5 minutes)

6. Next Meeting Date (1 minute)

7. Thank You and Close (1 minute)