**PROJECT REVIEW MEETING AGENDA TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | LOCATION |  |  |

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 |
| MM/DD/YY |   |  |
| MEETING TITLE | START TIME | END TIME |  |
| Title  | 0:00  | 0:00 | Clipboard Checked outline |
| PROJECT TITLE | PROJECT MANAGER |  |
| Title | Name |  |
| ATTENDANCE |  |
| Name | Name |  |
| Name | Name |  |
|  |  |  |
|  |  |  |
| PLANNED WORK COMPLETION DATE |  |
| MM/DD/YY |  |
| ACTUAL WORK COMPLETION DATE |  |
| MM/DD/YY |  |
| PLANNED PROJECT CLOSEOUT DATE |  |
| MM/DD/YY |  |
| ACTUAL PROJECT CLOSEOUT DATE |  |
| MM/DD/YY |  |
| REVIEW MEETING AGENDA |  |  |  |
| ID | AGENDA ITEM | OWNER | DUE DATE | STATUS | COMMENTS |
| 1 | Opening/Welcome |  | MM/DD/YY  | Not Started |  |
| 2 | Call to Order |  |  MM/DD/YY  | In Progress |  |
| 3 | Purpose of the Review Meeting |  |  MM/DD/YY  | Complete |  |
| 4 | Discussion and Approval of Previous Meeting Minutes (if applicable) |  |  MM/DD/YY  | Needs Review |  |
| 5 | Project Overview |  |   | Overdue |  |
| 6 | Project Performance Metrics |  |   | Not Started |  |
| 7 | Milestones Achieved Since Last Review |  |   | Not Started |   |
| 8 | Deliverables Completed vs. Planned |  |   | Not Started |   |
| 9 | Financial Review |  |   | Not Started |   |
| 10 | Risks and Issues |  |   | Not Started |   |
| 11 | Mitigation Strategies Implemented |  |   | Not Started |   |
| 12 | Quality and Scope Review |  |   | Not Started |   |
| 13 | Team and Resource Review |  |   | Not Started |   |
| 14 | Resource Allocation, Utilization, Needs |  |   | Not Started |   |
| 15 | Stakeholder and Communication Review |  |   | Not Started |   |
| 16 | Effectiveness of Current Communication Strategies and Channels |  |   | Not Started |   |
| 17 | Lessons Learned |  |   | Not Started |   |
| 18 | Other |  |   | Not Started |   |
| 19 | Other |  |   | Not Started |   |
| 20 | Other |  |   | Not Started |   |
| 21 |  |  |   | Not Started |   |
| 22 |  |  |   | Not Started |   |
| 23 |  |  |   | Not Started |   |
| 25 |  |  |   | Not Started |   |

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