Subject	**[Title, Subject, Forum]**
Date and Location	Date, Time Location
Attendees	[Resource Name attended]
Distribution:	[Resource Name Notification]
Agenda	• [Agenda Point] • [Agenda Point] • [Agenda Point]

Planned Activities – Upcoming

Story, Task, Action	Due Date	Assignee(s)
Main Story, Task, Action • **[Update Date]** – [Update description]	[Date]	{Resource Name}
Main Story, Task, Action • **[Update Date]** – [Update description]	[Date]	{Resource Name}
Main Story, Task, Action • **[Update Date]** – [Update description]	[Date]	{Resource Name}

Other Activities – Open

Task/Action	Due Date	Assignee
Main Story, Task, Action • **[Update Date]** – [Update description]	[Date]	{Resource Name}
Main Story, Task, Action • **[Update Date]** – [Update description]	[Date]	{Resource Name}
Main Story, Task, Action • **[Update Date]** – [Update description]	[Date]	{Resource Name}

Milestone(s) – Completed

Task/Action	Date Met	Notes
[Milestone]	[Date]	• [Early, On-time, Late] • [Notes]
[Milestone]	[Date]	• [Early, On-time, Late] • [Notes]
[Milestone]	[Date]	• [Early, On-time, Late] • [Notes]

Milestone(s) – Approaching

Task/Action	Due Date	Notes
[Milestone]	[Date]	• [Early, On-time, Late] • [Notes]
[Milestone]	[Date]	• [Early, On-time, Late] • [Notes]

[Milestone]	[Date]	• [Early, On-time, Late] • [Notes]

Key Decisions

Decision	Date	Notes
[Issue] [Decision]	[Date]	[Decision Point]
[Issue] [Decision]	[Date]	[Decision Point]
[Issue] [Decision]	[Date]	[Decision Point]

Open Blockers – Open

Task/Action	Due Date/ Resolved	
[Blocker Description]	[Date]	[Resource(s) Assigned] [Mitigation Plan]
[Blocker Description]	[Date]	[Resource(s) Assigned] [Mitigation Plan]
[Blocker Description]	[Date]	[Resource(s) Assigned] [Mitigation Plan]

Issues

Risk	Opened / Resolved	Mitigation Plan
[Issue Description]	[Date]	[Resource(s) Assigned] [Mitigation Plan]
[Issue Description]	[Date]	[[Resource(s) Assigned] [Mitigation Plan]
[Issue Description]	[Date]	[Resource(s) Assigned] [Mitigation Plan]

Open Risks

Risk	Opened / Resolved	Mitigation Plan
[Risk Description]	[Date]	[Resource(s) Assigned] [Mitigation Plan]
[Risk Description]	[Date]	[[Resource(s) Assigned] [Mitigation Plan]
[Risk Description]	[Date]	[Resource(s) Assigned] [Mitigation Plan]