

# Project Team Meeting Timeline Structure

09:00 – 09:10

## **Welcome & Introductions**

Brief introductions and meeting objectives overview.

09:10 – 09:30

## **Project Status Update**

Updates from team leads; review of current progress and completed tasks.

09:30 – 09:50

## **Discussion & Issue Resolution**

Team discussion on blockers, risks, or required decisions.

09:50 – 10:00

## **Action Items & Next Steps**

Summarize action points, assign responsibilities, and outline next steps.

## Participants

- Project Manager
- Team Leads
- Team Members
- Stakeholders (optional)

## Notes

- Prepare agenda in advance.
- Assign note-taker for meeting minutes.
- Share follow-up actions after meeting.