

Team Milestone Status Meeting

Date: _____
Facilitator: _____
Note Taker: _____
Attendees: _____

Agenda

- Milestone Overview
- Team Member Updates
- Risks & Blockers
- Action Items
- Next Steps

Milestone Overview

Milestone	Target Date	Status	Notes

Team Member Updates

Member	Update	Next Steps

Risks & Blockers

Description	Owner	Mitigation/Resolution

Action Items

Action	Owner	Due Date	Status

Next Meeting

Date & Time: _____
Topics: _____