

# 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: \_\_\_\_\_