Team Performance Status Meeting Template

Meeting Details

Date	
Time	
Facilitator	
Attendees	

Agenda

1. Welcome & Updates
2. Review Previous Action Items
3. Team Performance Review
4. Project/Task Updates
5. Challenges & Risks
6. Action Items & Next Steps

Previous Action Items

Action Item	Owner	Status

Team Performance Summary

Metric	Current Status	Comments
Productivity		
Quality		
Collaboration		

Project/Task Updates

Project/Task	Owner	Status	Notes

Challenges & Risks

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Action Items & Next Steps

Action Item	Owner	Due Date

Notes

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