

COMPANY NAME

Status Meeting Agenda/Minutes

Project/Production Manager: **\$Name\$**

\$PROJECT/PRODUCTION NAME\$

Project ID: **\$Project ID\$**

\$Date and time (timezone) of meeting\$

\$Meeting Location(s), Telephone and/or Conference Call #, Conference ID, etc.\$

This deliverable is used by the development team in formal project status meetings with customers, senior management (R&D Executives), product/development/project managers who's projects are being managed by team members, and other affected groups. The template is designed for reporting KPA activities and the status of significant project milestones.

*Reporting is on a periodic or event-driven basis. For RM, Risk Assessment, SQA, and SCM activities, periodic is defined as at the end of major stages such as Requirements, Design, Coding, etc. or the completion of major work products or the completion of the project if it is under **three** (3) months duration. Event-driven is schedule variances, changes in scope, or other events that will affect the commitments made to the customer and/or senior management.*

*Replace the variable (blue) information with information relating to your project or production effort. **Do not delete any template sections. If a section does not apply for the current meeting, mark the section, "Not Applicable."***

Once the template has been saved for a project, this Help section (red text) can be deleted. All remaining Help information (red text) must be retained.

The purpose of the Status Meeting Agenda/Minutes is:

- To provide a process to assess project progress*
- To provide a structure for guiding meeting activities*
- To provide a basis for pacing the meeting*
- To insure CMM KPA reporting requirement's are met*

This is a combination shell for the Status Meeting. It is used for the current Agenda, Minutes, and next meeting's Agenda. When used as an Agenda, save the file as Project Name AGYYMMDD. When used for Minutes, save the updated file as Project Name MNYMMDD. Enter Minutes under each relevant Agenda item. After saving as the Minutes file, resave the file for the next meeting as Project Name AGYYMMDD. Delete all minutes and closed action items, change the meeting dates (top of Agenda) then re-save and close the file.

Status Meeting Agenda / Status Meeting Minutes

In the heading above, bold the words that apply to the file's purpose: Status Meeting Agenda or Status Meeting Minutes.

Status Meeting Attachments

\$List the attachments being distributed with the Agenda\$

Date of Minutes Distribution: **\$Date\$**

Status Meeting Agenda/Minutes

Next Meeting: \$Date, Time, Next Meeting Location (city, bldg., room, Telephone and/or Conference Call #)\$

Minutes are to be distributed within three days after team meeting.
An agenda is due one day prior to the next meeting.

Participants/Recipients:

For the agenda, complete the list of invitees/participants/recipients. Below the list, indicate who will lead the meeting and who will take minutes. When preparing minutes, asterisk the names of those in attendance and update the meeting leader list with names of persons actually fulfilling the roles.

Participants		
\$Name of Participant\$	\$Name of Participant\$	\$Name of Participant\$
Cc:		
\$Name of cc Recipient\$		

(* - denotes in attendance)

Leader: \$Name of Participant\$ *leads and controls the meeting, following the agenda;*
Minutes: \$Name of Participant\$ *records and distributes minutes; produces next agenda;*

*The following agenda structure is mandatory in order to address the requirements of each of the Key Process Areas in the CM. **Time allocations can be deleted if not used.** Time allotments, if kept, may also be renegotiated and adjusted*

\$time allotted\$ **Agenda Walkthrough:**

This topic is used to ensure that all attendees understand the items to be addressed. Walk-on agenda items are included as New Business. Clarifications or corrections to the minutes from the previous meeting are made.

\$time allotted\$ **New Business:**

This is for new discussion items added to the Agenda.

\$time allotted\$ **Review Open Issues:**

<i>Issue</i> \$#\$:	\$Detail the Issue\$	\$Assignee\$
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Assignees, or Meeting Leader if "team" assignee, addresses the status of each issue. If more than one project is addressed in the Status Meeting, individual project issues should be entered in

Project/Production Tracking and Oversight: *under each project's section. When preparing minutes, enter the disposition for resolved issues under the issue description.*

\$time allotted\$ **Review Open Action Items:**

*Assignees address status of each open action item. Minutes are entered in the Action column. Update changed Date Due by striking out the old date and entering a new date below the strikeout. Change the Status as needed. Sort by Date Due and Status. The Item # is the Numbered List function. **Delete the page break following this paragraph.***

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Item #	Action:	Assigned to	Date Due	Status
1.	\$Detail the action\$	\$Assignee\$	\$Date Due\$	\$New, In Progress, Closed\$

\$time allotted\$ Risk Management Action Plan:

*The Risk Management Action Plan is reviewed in the meeting on a periodic basis to determine if it is being followed and whether it needs to be modified. If it is determined that the Plan requires a change, it is noted here and transferred to the Plan. If no changes are required since the last review, it is noted here as 'No change'. **If the changes are serious, actions must be escalated to senior management.***

If more than one project is addressed at the Status Meeting, rotate review of the Risk Plans.

*For the meetings where it is discussed, include the Risk Management Action Plan in **Status Meeting Attachments** and include it as a file in the e-mail.*

\$time allotted\$ Requirements Management:

Status of changes to project requirements since the last report is reviewed.

SRs (Service Requests) are changes based on service requests or new requests such as enhancements. PRs (Problem Reports) are changes based on defects with existing requirements.

Activities include:

- Date requirements requests/problem reports totals were compiled.*
- Number of requests for new, or changes to, requirements or problem reports made to the scope during this period.*
- Number of requests for new or changes to requirements or problem reports removed (cancelled, closed) during this period, classified by reason for removal.*
- Number and status of the current active requirements or problem reports.*

The tables below can be replaced with reports from Requirements Management software system if the same information is conveyed.

Date	Added	Removed		Active SR Status					
		Rejected/ Cancelled	Closed	Unassigned	Impact Assessment	Awaiting Approval	Approved (future work)	In Progress	Total Active

Date	Added	Removed		Active PR Status					
		Rejected/ Cancelled	Closed	Unassigned	Impact Assessment	Awaiting Approval	Approved (future work)	In Progress	Total Active

*For the meetings at which this is reported, note the full report on New and Removed SRs and PRs in **Status Meeting Attachments** and include it as a file in the e-mail.*

Status Meeting Agenda/Minutes

\$time allotted\$ Software Project/Production Planning:

Status of software project/production effort planning activities is reviewed. If there are no changes from the last report, note this in the minutes for this section.

\$time allotted\$ Project/Production Tracking and Oversight:

During this time, Product/Development/Project Managers discuss their individual projects. The project/production milestone accomplishments are compared to their baseline schedule dates. Deviations and associated corrective actions to the schedule are noted. Any out-of-tolerance conditions and actions needed for getting the project/production effort back on schedule are reviewed and noted. (Replanning actions require R & D Executive approval.)

Suggested Milestones include start and finish of a stage, completion of a major deliverable, submission of a deliverable for approval, and sign-off.

Suggested format utilizes color coding to indicate status:

- Colors: GOLD - Milestone completed since last report*
- GREEN - Milestone is on target relative to original date commitment*
- YELLOW - Milestone variance of -15% indicates may miss or has missed date commitment – Customer has not been impacted. Action is being taken to avoid impact.*
- RED - Milestone variance of -15% may miss or has missed date commitment – customer will be impacted. Action is being taken to minimize the impact.*

Managers should address only Yellow and Red Milestone status, or respond to questions concerning details in the Status section. Attendees are expected to have read the Status section so it is not necessary to repeat it.

Project Name:			Project Manager:		
Next Key Milestone (3-month minimum)	Approved MS Date	Color	Action Taken to Resolve Red, Yellow or TBD Status	Revised MS Date	Impact to Customer

Status: *(Enter what has occurred since the last meeting and what is planned to occur during the time period to the next meeting.)*

Issues: *(If the Status Meeting covers more than one project, enter issues pertinent only to this project. If only one project is addressed at the Status Meeting, enter N/A here.)*

\$time allotted\$ Software Quality Assurance:

The QS Representative briefs the group on quality activities on a periodic basis. Activities include:

- Changes to the project's System Quality Plan, if any*
- Results of project Quality Reviews, Walkthroughs, Inspections*
- Actual effort and schedule status of SQA activities compared to plan*
- Process Compliance*
- Status of SQA non-compliance issues, if any*

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\$time allotted\$ **Software Configuration Management:**

The SCM Manager briefs the group on SCM activities on a periodic basis. Activities include:

- *Updates to the project's System SCM Plan, if any*
- *Status of project SCM Audits*
- *Configuration Status Accounting*
- *Process Compliance*
- *Actual effort and schedule status of SCM activities compared to plan*

\$time allotted\$ **News and Views:**

This offers an opportunity to share news, views and make general announcements.

\$time allotted\$ **Successes:**

Leader solicits team for successes since last meeting such as resolving a problem or finding a better way to accomplish a task or being recognized by internal or external groups.

\$time allotted\$ **Recap Action Items, Meeting Evaluation and Closure:**

- *Person taking minutes reviews new or changed action items for concurrence*

\$time allotted\$ **Agenda Items for Future Meetings:**

Use to indicate special presentations, noting the topic, presenter and meeting date.

Person taking minutes might insert a quote for the next meeting.

Meeting Guidelines
Meeting starts on time
Come prepared based upon the agenda
Stay focused on the agenda
Follow the Rules of the Road
Notify team if unable to attend, and arrange for alternate representation