Mid-project review meeting template

**Date/time:** *xxx*

**Required attendees:** *Names of all attendees who are invited to the meeting*

**Apologies:** *Names of any who are unable to make it to the meeting***.**

**Agenda**

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| **Item** | **Notes** | **Person responsible** | **Action and due date** |
| **Initial expectations** | *A brief summary of initial expectations, timelines and deliverables.* |  |  |
| **Progress so far** | *Progress update including what is going well; budgets; timelines.* |  |  |
| **Unexpected roadblocks** | *Any obstacles and challenges have you faced so far in this project?*  *Brainstorm solutions to any challenges that are still being faced.* |  |  |
| **Learnings** | *Discuss take aways and reflections.*  *What have we learned so far – what did the roadblocks teach us?*  *What can be done differently for the rest of the project (or for future projects)?* |  |  |
| **Next steps** | *Review the feasibility of the project outcomes. Discuss any changes that need to be made to the expectations, timelines and deliverables.*  *Outline the reviewed/adjusted expectations, goals, timelines and deliverables.*  *Clearly discuss and assign next steps.* |  |  |