# Standard PMO Status Update Meeting

## Goal

Share information about the project status across departments, and identify any new issues or actions that need owners.

## Duration

45 minutes

## Agenda

### 1.0 Welcome

Please take a moment to turn off your chat, email, and cell phones.

###  2.0 Summary of Status

Discuss the overall project status, key updates, and the expected plan for the next set of work.

###  3.0 Open Action Items

Review and update open action items.

###  4.0 Open Risks & Issues

Review and update open risks & issues.

###  5.0 Closing

* + Review notes taken during this meeting.
	+ Address any other business not covered already.
	+ Set or confirm the time for the next meeting.

## Resources

### How-To Guide and Template

Online meeting template with full 8-page Facilitator’s Guide *(Lucid Meetings account required)*<https://meet.lucidmeetings.com/site/meeting_template/2914>