

# PROJECT STATUS MEETING AGENDA

## OFFICE OF INFORMATION TECHNOLOGIES

Project name:

Date:

Facilitator(s):

Time:

Meeting type:

Location:

Invitees:

MEETING OBJECTIVES:

ACTION ITEM REVIEW	NAME OF TOPIC CHAIR	15 minutes
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized.		

[Assignee Name]

- Lorem Ipsum is simply dummy text of the printing and typesetting industry.
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[Assignee Name]

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1. Work Completed.
2. Planned Work for next two weeks.