**[](https://www.smartsheet.com/try-it?trp=10680&utm_source=template-word&utm_medium=content&utm_campaign=Weekly+Creative+Project+Status+Meeting-word-10680&lpa=Weekly+Creative+Project+Status+Meeting+word+10680)Weekly Creative Project**

**Status Meeting Template**

|  |  |  |  |
| --- | --- | --- | --- |
| DAY AND DATE | LOCATION | START TIME | END TIME |
|  |  |  |  |
| MEETING TITLE / PROJECT NAME | | FACILITATOR | |
|  | |  | |

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| --- |
| 1. ACHIEVEMENTS OF THE WEEK |
| Success stories of team members |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. GOAL PROGRESS REVIEW | | | |
| **GOAL DESCRIPTION** | **GOAL MARK** | **YTD CURRENT YEAR** | **YTD PREVIOUS YEAR** |
|  |  |  |  |
|  |  |  |  |
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| --- | --- | --- |
| 3. REVIEW OF PREVIOUS MEETING ACTION ITEMS | | |
| **ACTION DESCRIPTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- | --- | --- |
| 4. NEW AGENDA ITEMS | | |
| **DESCRIPTION** | **TO BE PRESENTED BY** | **PROJECTED OUTCOME** |
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| 5. REVIEW |
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| --- | --- | --- | --- |
| 6. NEXT MEETING | | | |
| DAY AND DATE | LOCATION | START TIME | END TIME |
|  |  |  |  |

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