

WORKING TEMPLATE

Progress meeting record

Turn the meeting into a traceable record of decisions, open questions and accountable follow-up.

Project / package**Prepared by / role****Record date (YYYY-MM-DD)****Record ID / revision****01 Meeting date / location / reporting period****02 Participants and decision-making roles****03 Schedule revision / records reviewed****04 Previous actions closed or carried forward****BEFORE YOU START**

- Agenda, meeting date and participant roles
- Current schedule and previous action log
- Submitted progress, change and risk updates
- Decision authority and distribution list

CONTINUATION / REVIEW & CLOSEOUT

Progress meeting record

Keep this page with the project, record ID and revision entered on page 1.

05 Progress, constraints and interface discussion**06 Decisions / authority / supporting reference****07 New actions / owner / due date****08 Open questions / next meeting / issue and distribution****REVIEW BEFORE ISSUE**

- ☐ Decisions are distinguished from proposals and discussion.
- ☐ Actions describe a deliverable and one accountable owner.
- ☐ Closed actions have a completion reference.
- ☐ Corrections and final issue status are traceable.

Use a continuation sheet for longer evidence or additional findings; retain the same record ID and revision. Save a local copy to retain your entries.

Original Kairos template, not an official standard or approval. Adapt to the contract, project procedure and authorized decision route.

Practice references: UFGS 01 32 01.00 10, Project Schedule, August 2026.