

**PROMPT WO-020**

Write a Project Status Meeting Summary

Purpose

Use this prompt to create a professional project status summary after a project meeting. It provides stakeholders with a clear overview of progress, completed work, current priorities, risks, decisions, and upcoming milestones in a concise, easy-to-read format.

DIFFICULTY
 **Beginner**

TIME SAVED
 **20–30 min**

BEST FOR
Project Reporting



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Project Manager.

Create a professional Project Status Meeting Summary using the information below.

Project Name:
[Insert project name]

Meeting Date:
[Insert meeting date]

Reporting Period:
[Insert reporting period]

Attendees:
[List attendees]

Project Objectives:



[Briefly describe the project objectives]

Progress Since Last Meeting:

[List completed work]

Current Activities:

[List work currently in progress]

Key Decisions:

[List decisions made]

Risks or Issues:

[List any risks, blockers or concerns]

Upcoming Milestones:

[List important upcoming milestones]

Action Items:

[List actions, owners and deadlines]

Overall Project Status:

[On Track, At Risk or Delayed]

Tone:

Professional, concise and suitable for senior stakeholders.

Please:

- Write a clear project status summary.
- Include an executive summary.
- Summarise completed work.
- Highlight current priorities.
- Clearly identify risks and mitigation actions.
- Present action items in a table with:
 - Action
 - Owner
 - Due Date
 - Status
- Finish with the overall project status and the next reporting date.

Return only the completed project status meeting summary.



Example



INPUT

Project Name: Website Redevelopment

Meeting Date: 18 September

Reporting Period: September

Progress Since Last Meeting:

- Homepage completed
- Contact page tested
- Privacy Policy approved

Current Activities:

- Building member area
- Uploading AI Workshop resources

Risks:

- Awaiting final branding approval

Overall Status: On Track

EXPECTED OUTPUT

Website Redevelopment – Project Status Summary

Executive Summary

The project continues to progress well and remains On Track. Key website pages have been completed, testing has been successful, and attention has now moved to developing the member area and uploading resources.

Completed Since Last Meeting

- Homepage completed
- Contact page fully tested
- Privacy Policy approved

Current Priorities

- Build the Builder's Depot™ member area
- Upload AI Workshop™ resources
- Complete final branding assets

Risks & Mitigation — see table below

RISK	IMPACT	MITIGATION
Branding approval outstanding	Medium	Final review scheduled this week

**ACTION ITEMS**

See table below

ACTION	OWNER	DUE DATE	STATUS
Upload remaining workshop resources	Amy	22 Sept	In Progress
Complete Builder's Depot setup	Amy	25 Sept	Not Started

OVERALL PROJECT STATUS

 On Track

Next Status Review: 25 September

 **Builder's Tip:** *Keep project status reports focused on what decision-makers need to know. A concise one-page summary is often far more valuable than a lengthy report filled with unnecessary detail.*

 Related Prompts

- WO-014 – Create an Action Plan from a Meeting
- WO-017 – Create a Project Kick-Off Agenda
- WO-019 – Create a Decision Log
- WO-021 – Write a Professional Business Report

 Tags

PROJECT
MGMT

STATUS
REPORT

MEETINGS

REPORTING

BUSINESS