

This is an example of the possible subjects for our weekly production meetings with customers. Our goal is to keep the project on track. You are busy running your own business and should not have to worry about the progress of a website project. You can feel confident that we will talk every single week keeping us and, more importantly, you on track for a successful and on time project.

1. Victories – What we have achieved since last week
 - a. Clearing milestones
 - b. Approving deliverables
 - c. Reaching decisions
 - d. Presenting of a deliverable
 - e. Receiving feedback
2. Issues – Where we fell short last week
 - a. Late deliverables
 - b. Delayed feedback
 - c. Incomplete content received
 - d. Poor communication concerns
 - e. Change in scope requirements
3. Priorities – What’s getting done next week
 - a. Presenting a deliverable
 - b. Approving a deadline
 - c. Getting feedback
 - d. Finishing of revisions
4. Metrics – How is the project progressing
 - a. Milestones completed
 - b. Milestones outstanding
 - c. Next milestone deadline
 - d. Go-live deadline
 - e. Any scope change orders