

# Template for Client Meetings

Meeting Title:	
Date:	
Start Time:	
End Time:	
Attendees:	
Absentees:	

**1). Client requirements**

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**2). Expectations and deadlines**

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**3). Questions and comments**

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**4). Agreed actions**

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**5). Next steps**

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Next meeting date:	
Person responsible for taking minutes:	

Signature of the manager: \_\_\_\_\_