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| **CLIENT MEETING NOTES** |

**Meeting Purpose:**

**Attendees:**

[x]  [Attendee Name] [Designation]

[ ]  [Attendee Name] [Designation]

[ ]  [Attendee Name] [Designation]

[ ]  [Attendee Name] [Designation]

[ ]  [Attendee Name] [Designation]

[ ]  [Attendee Name] [Designation]

[ ]  [Attendee Name] [Designation]

[ ]  [Attendee Name] [Designation]

**Agenda Items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Responsible Person** | **Deadline** | **Status** |
| [Task 1] | [Name] [Designation] | [Date] | [ ]  In progress [ ]  Complete |
| [Task 2] | [Name] [Designation] | [Date] | [ ]  In progress [ ]  Complete |
| [Task 3] | [Name] [Designation] | [Date] | [ ]  In progress [ ]  Complete |

**Decisions Made:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Decision** | **Rationale** | **Assignee** | **Deadline** |
| [Decision 1] | [Rationale 1] | [Name] [Designation] | [Date] |
| [Decision 2] | [Rationale 2] | [Name] [Designation] | [Date] |
| [Decision 3] | [Rationale 3] | [Name] [Designation] | [Date] |

**Client Concernes /Questions :**

|  |  |
| --- | --- |
| **[Question]** | **[Solution]** |
| **Next Meeting:** [Date] | [Communication details] |

**Meeting Notes:** [Notes]

**Meeting notes submitted by:** [Name]