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|  | **Client Meeting Minutes Template** | | |  |
|  | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

**Attendees:**

* **Client Representatives:** [List of Client Representatives Present]
* **Company Representatives:** [List of Company Representatives Present]
* **Absent:** [List of Absent Attendees]
* **Guests:** [List of Invited Guests, if any]

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| **Agenda Item** | **Details** |
| **Welcome and Introductions** | Introduction of attendees  Overview of meeting objectives |
| **Review of Previous Meeting Minutes** | Summary of last meeting’s minutes  Approval of previous minutes |
| **Project/Service Update** | Current Status: [Summary of project/service status]  Key Milestones Achieved: [Summary of milestones]  Upcoming Milestones: [Details of upcoming milestones] |
| **Client Feedback** | Feedback on Current Work: [Summary of client feedback]  Suggestions for Improvement: [Client suggestions] |
| **Discussion Points** | Topic 1: [Summary of discussion]  Topic 2: [Summary of discussion]  Topic 3: [Summary of discussion]  (Include all major topics discussed) |
| **Issues and Resolutions** | Issue 1: [Summary of issue and resolution]  Issue 2: [Summary of issue and resolution]  (List all issues discussed and their resolutions) |
| **Action Items** | Action Item 1: [Description]  Responsibility: [Responsible Person]  Deadline: [Due Date]  (List all action items, responsible persons, and deadlines) |
| **Next Steps and Follow-Up** | Next Steps: [Summary of next steps]  Follow-Up Items: [List of follow-up items] |
| **Next Meeting** | Date: [Date of Next Meeting]  Time: [Time of Next Meeting]  Location: [Location of Next Meeting] |