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CLIENT MEETING AGENDA

Project status and decisions

PROJECT	CLIENT	DATE AND TIME	LOCATION / LINK

CLIENT ATTENDEES

Names, roles

Decision maker

OUR TEAM

Names, roles

Agenda by

GOALS FOR THIS MEETING

Status since the last meeting

Workstream / milestone	Due	Status	Notes

Decisions needed from the client

Decision	Options and our recommendation	Decides	By

Risks and issues to raise

Risk or issue	Impact	What we propose	Owner

Time plan

Topic	Lead	Min
Total minutes		

NEXT STEPS TO CONFIRM

Next meeting