

Client Meeting Agenda

Meeting title

Location	Date

Start time	End time

Facilitator and team members in attendance

Client in attendance

1. Welcome & Introductions	Duration



2. Project/Service updates		Duration
KEY UPDATES		
MILESTONES		
CHALLENGES		

3. Client feedback	Duration

4. Upcoming deliverables		Duration
DELIVERABLE #1	Tasks	
	Deadlines	
DELIVERABLE #2	Tasks	
	Deadlines	
DELIVERABLE #3	Tasks	
	Deadlines	
DELIVERABLE #4	Tasks	
	Deadlines	
DELIVERABLE #5	Tasks	
	Deadlines	

Communicate and collaborate with your team using Pumble, a business messaging app



5. Next steps and action items			Duration
STEP #1	Tasks		
	Assigned to		
STEP #2	Tasks		
	Assigned to		
STEP #3	Tasks		
	Assigned to		
STEP #4	Tasks		
	Assigned to		
STEP #5	Tasks		
	Assigned to		

6. Q&A	Duration

Next meeting title	Location	Date	Start time	End time

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