Meeting Agenda – Client meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Information | | | |
| Objective: | Familiar client and ask for access data permission | | |
| Date: | 13/09/2019 | Location: | Benton 110 |
| Time: | 5:30 ~ 6:00 | Meeting Type: | Client Meeting |
| Call-In Number: | 01 | Call-In Code: | C01 |
| Attendees: | Yixin Li, Yang Yi, Wenkai Cao, Yangkai Zhang | | |

**Preparation for Meeting**

## Please Read:

## Please Bring: laptop

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION ITEMS FROM PREVIOUS MEETING** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | None | [Name] | [Date] |
| 2 |  |  |  |
| 3 |  |  |  |
| **AGENDA ITEMS** | | **PRESENTER** | **TIME ALLOTTED** |
| 1 | None | [Name] | [x minutes] |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

MINUTES:

|  |  |  |  |
| --- | --- | --- | --- |
| **NEW ACTION ITEMS** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | [List New Action Item 1] | [Name] | [Date] |
| 2 |  |  |  |
| 3 |  |  |  |

**OTHER NOTES OR INFORMATION**