

Client Meeting Agenda

1pm-1:30pm, Wednesday the 22nd of October 2025, Teams

- 1) Welcomes and Introductions
- 2) Apologies
- 3) Purpose of Meeting
- 4) Items for discussion
 - a) Discuss key dates of project, sprint dates and delivery
 - b) Discuss project vision and requirements
 - c) Get answers to questions decided in the team meeting on 21/10/2025
 - d) Schedule future meetings
 - e) Discuss regular agenda items
- 5) Any Other Business (AOB):
- 6) Time and date of next 2 meetings:
 - a) TBC during meeting
 - b) TBC during meeting