

Minutes of the Meeting: [Your Company Name] <> [Customer's Company Name]

Host: [Your Name], [Your Title], [LinkedIn Profile Link]

Date & Time: 11th April 2024, 12 pm - 1 pm (60 mins)

Attendees: (both parties)

1. <Name>, <Title>, <LinkedIn Profile Link>
 2. <Name>, <Title>, <LinkedIn Profile Link>
 3.
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Discussion Points

- Current Tool stack/ Headcount/Existing process details
 - #1 Pain Points Uncovered (P0) - <Your solution/approach to this tackle this problem>
 - #2 Pain Points Uncovered (P1) - <Your solution/approach to this tackle this problem>
 - #3 Pain Points Uncovered (P2) - <Your solution/approach to this tackle this problem>
 - Additionally, our customers use our platform/solution to solve for:
 - Use Case 1
 - Use Case 2(Not more than 2 use cases, it will overwhelm the buyer with the information)
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Open pointers from the meeting

- <Pending from YOUR side>
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 - <Pending from THEIR side>
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Next Steps

- What are the dependencies to take the next step? - Approach to proceed further
 - When is the next meeting scheduled?
 - Who to take the next steps?
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Company Resources/Documentation

- Company Deck - Link/Attached with the email
- Pricing Deck - Link/Attached with the email
- Workflow/Integration document/SOW document/Compliance Document/any other details