Client Meeting Agenda

Yellow Group: R.I.S.E Academy LMS

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | [Meeting Date] | **Location** | [Online or in-person location] |
| **Time** | [Meeting Time] | **Duration** | [Meeting Duration] |

|  |  |  |
| --- | --- | --- |
| **Attendees** | | |
| **Name** | **Role** | **Attendance** |
| Tyler McHugh | Project Manager | [Absent or Present] |
| Zixuan Lou | [Role] | [Absent or Present] |
| Wai Chun (Daniel) Kwan | [Role] | [Absent or Present] |
| Pardeep Kaur | [Role] | [Absent or Present] |
| Jagdeep Singh | [Role] | [Absent or Present] |
| [Client Name] | Client | [Absent or Present] |

|  |
| --- |
| **Main Objectives** |
| * Understand client's needs and expectations. * Define project scope and deliverables. * Establish communication and collaboration channels. * Set realistic expectations. * Discuss roles and responsibilities. * Address budget and financial considerations. * Identify and mitigate risks. * Determine next steps. * These objectives serve as a guide to ensure a productive and focused discussion with the client during the initial meeting. |

|  |  |
| --- | --- |
| **Detailed Agenda** | |
| **Time** | **Agenda Item** |
| [Start Time]  [End Time] | * Project timelines * Milestone * Benchmarks * Deliverables * Overall scope of the project * Answers to your queries * Suggestions * Determine next steps |

|  |
| --- |
| **Required Materials** |
| * Project Documents * Already - existing brand material * Information that can assist us create unique website |