Client Meeting Agenda

Yellow Group: *[Project Title]*

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

|  |  |  |
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| **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] |

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| **Main Objectives** |
| * [Main Objectives of the Meeting] |

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| **Detailed Agenda** | |
| **Time** | **Agenda Item** |
| [Start Time]– [End Time] | [Meeting Topics] |

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| **Required Materials** |
| * [Materials Required for the Meeting] |