**Client Meeting Minutes**

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| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Type:** | ☐ In-Person ☐ Virtual |

|  |  |  |
| --- | --- | --- |
| Client Name/Organization: |  | |
| Attendees (Client) & Company: |  |  |
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**1. Meeting Objectives**

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**2. Discussion Points**

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**3. Client Feedback/Requests**

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**4. Decisions Made**

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**5. Action Items & Responsibilities**

| **Action Item** | **Responsible Person** | **Deadline** | **Status** |
| --- | --- | --- | --- |
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**6. Next Steps / Follow-Up**

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**Next Meeting (if scheduled):**

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| --- | --- | --- | --- |
| 📅 Date: |  | 🕒 Time: |  |
| 📍 Location/Link |  | | |

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| --- | --- | --- | --- |
| **Prepared by:** |  | **Date Prepared:** |  |