NO. 19

CLIENT AND STAKEHOLDER MEETINGS

Client Progress Review Agenda

[Client name]: [project name]

MEETING DATE
[Month day, year]

LENGTH
45 minutes

Time	[00:00] to [00:00]	**Location**	[Room or video link]
Client lead	[Name, role]	**Our lead**	[Name]
Attendees	[Names]		

OBJECTIVE

Show [client] what's been delivered, hear their feedback, and agree any changes to scope or timing in writing.

Raise bad news here, not in an email afterwards. Bring the problem and a proposed fix together.

BEFORE THE MEETING

- Send the progress summary and any deliverables to review by [date].
- List open questions you need the client to answer.

AGENDA (45 MINUTES)

Min	Item	Lead	Purpose
12	**Review deliverables** What's done since last review, against the plan.	[Our lead]	Inform
12	**Client feedback** What's working, what needs to change.	[Client lead]	Discuss
10	**Scope or timing changes** Each change: reason, effect on cost and date.	[Our lead]	**Decide**
6	**Open questions** Answers we need from the client, and by when.	[Our lead]	Discuss
5	**Confirm commitments** What each side will do before the next review.	[Notetaker]	**Decide**

DELIVERABLES

Deliverable	Due	Status	Client feedback
[Deliverable]	[Date]	[Done]	[Feedback]
[Deliverable]	[Date]	[In progress]	[Feedback]
[Deliverable]	[Date]	[Not started]	[Feedback]

NO. 19

MEETING RECORD

Client Progress Review Agenda

NOTETAKER
[Name]

OPEN QUESTIONS FOR THE CLIENT

Question	Why we need it	Needed by	Answer
[Question]	[What it blocks]	[Date]	[Answer]
[Question]	[What it blocks]	[Date]	[Answer]
[Question]	[What it blocks]	[Date]	[Answer]

CHANGE LOG

Change	Reason	Effect on cost	Effect on date	Agreed by
[Change]	[Why]	[+ 0]	[+ 0 days]	[Name]
[Change]	[Why]	[+ 0]	[+ 0 days]	[Name]

DECISIONS, ACTIONS AND PARKING LOT

Type	What was agreed	Owner	Due
Decision	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]

NOTES

[Anything else worth keeping: numbers quoted, open questions, who to follow up with]