**Meeting Minutes**

Project [Name] – [Purpose of the meeting/Topic of discussion]

Location: []

Date: []

Attendees ([Client]): [Name, Position]

Attendees ([Other Third-Party, if any]): [Name, Position]

Attendees ([Your Firm]): [Name, Position]

| **Item** | **Agenda items** |
| --- | --- |
|  | **Introduction** |
|  |
| 2. | **[Topic 1]** |
|  |
| 3. | **[Topic 2]** |
|  |  |
| 4. | **[Topic 3]** |
|  |  |
| 5. | **[Topic 4]** |
|  |  |
| 6. | **[Topic 5]** |
|  |  |
| 7. | **[Topic 6]** |
|  |  |
| 8. | **[Topic 7]** |
|  |  |
| 9. | **[Topic 8]** |
|  |  |
| 9. | **[Topic 9]** |
|  |  |
| 9. | **[Topic 10]** |
|  |  |
| 10. | **Next steps** |
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