

Client Meeting Agenda Template

A concise template for client meetings, outlining the agenda's key points to be covered, including project updates, client concerns, deliverables, and next steps, ensuring a focused and productive discussion.



Maplescape Properties

6791 2nd Hwy, Commerce City, Colorado 80022
info@maplescape.com | 222 555 7777

Client Consultation Meeting			
Date:	June 30, 2053	Location Platform:	Google Meet
Time:	4:00 PM	Facilitator:	Nicole Riordan
Review of Previous Meeting Minutes: Summary of previous meetings and action items	Welcome and Introduction		
	1. Opening remarks by meeting facilitator 2. Attendee introductions		
Project Updates and Property Portfolio: <i>Overview of property portfolio</i>			
Client Requirements and Expectations	<ul style="list-style-type: none">• Discussion on specific requirements and goals• Confirmation of project scope		
Market Analysis and Trends	<ul style="list-style-type: none">• Overview of real estate market trends• Identifying potential opportunities		
Project Proposals and Options	<ul style="list-style-type: none">• Presentation of project proposals• Evaluation and discussion of options		
Budget and Financial Considerations	<ul style="list-style-type: none">• Review of project budget and financial aspects• Agreement on pricing and terms		
Client Communication and Stakeholder Engagement	<ul style="list-style-type: none">• Updates on client communication and satisfaction• Stakeholder engagement and feedback		
Communication and Reporting			
<ul style="list-style-type: none">• Discussion on communication channels and reporting• Addressing specific requirements			
Next Steps and Action Items		Wrap-Up and Closing	
<ul style="list-style-type: none">• Summarize key decisions and action items• Assign responsibilities and deadlines		<ul style="list-style-type: none">• Recap of meeting outcomes and action items• Expressing gratitude and adjournment	