**Client Meeting Agenda Template Example**

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| --- | --- | --- | --- |
| Date | Time | Location |  |
| MM/DD/YY | 12:00 PM | Corner Meeting Room |
| Attendees |  |  |  |
| Name | Role | Name | Role |
| Olivia Carter | Influencer  |  |  |
| Petrus Nishimura | Olivia's Lawyer |  |  |
| Raghu Prakash | Therapy Your Way Liaison  |  |  |
| Romy Bailey | Therapy Your Way Lawyer |  |   |
|  |   |  |   |
| Meeting Title |  |
| Influencer Client Meeting |
| Meeting Leader |  |
| Raghu Prakash |
| Objective |  |
| Contract Renewal |
| Documents to Review Prior to Meeting |  |
| Old Contract Document, New Contract Document |
| Agenda Items |  |  |
| Description |
| 1. Introductions |
| 2. Review engagement numbers and sales influencer has produced |
| 3. Go over the terms of previous contract |
| 4. Go over the terms of current contract |
| 5. Client will discuss the new terms and any proposed changes |
| 6. Make a decision on any proposed changes |
| 7. Outline action items for all parties |
| 8. Adjournment |
|   |

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| Date | Time | Location |  |
|  |  |  |
| Attendees |  |  |  |
| Name | Role | Name | Role |
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| Meeting Title |  |
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| Meeting Leader |  |
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| Objective |  |
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| Documents to Review Prior to Meeting |  |
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| Agenda Items |  |  |
| Description |
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