**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12241&utm_source=template-word&utm_medium=content&utm_campaign=Client+Meeting+Agenda-word-12241&lpa=Client+Meeting+Agenda+word+12241)Client Meeting Agenda Template Example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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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**Client Meeting Agenda Template**

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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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