



Type of Document	Meeting Minutes
Subject	Client meeting
Type of Meeting	Virtual
Time, Date and Place	Eg: Tuesday, April 25th 8AM PST
Meeting Details	Meeting Details
Participants	Comma separated names

Proposal:

Primary Goals

1. Describe how this project contributes to the overall Client goals

Project Objectives

1. Describe what you want to accomplish/build by the end of the project

Approach

1. Describe how you will go about this challenge. Divide the project into steps with an explanation/illustration for each. In other words, what the output should look like after each step.

Deliverables

Our team will provide:

Output

1. List all deliverables (Code, User Interface, Analysis, Web app, API, ..., etc)

Stack and deliverable format

List all technical languages, tools, libraries, frameworks and packages you'll be using

Timeline

We estimate the project will take X business weeks



Questions to Client

1. **Question 1**
 - a. Write answer during meeting with the Client
2. **Question 2**
 - a. Write answer during meeting with the Client
3. **Question 3**
 - a. Write answer during meeting with the Client
4. **Question 4**
 - a. Write answer during meeting with the Client
5. **Question 5**
 - a. Write answer during meeting with the Client