# Client Update Meeting Agenda

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**Meeting Name:** Client Update Meeting

**Client Name:** [Insert Client Name]

**Project Name:** [Insert Project Name]

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

**Attendees:**

- [Name] (Project Manager)
- [Name] (Client Representative)
- [Name] (Team Member)
- [Name] (Team Member)

**Agenda:**

1. **Introduction and Welcome (5 mins):** Brief welcome and introduction of attendees.
2. **Project Progress Update (20 mins):** Provide a detailed update on the project's status, including completed tasks, milestones reached, and any delays.
3. **Key Performance Indicators (10 mins):** Review key performance metrics and how the project is tracking against goals.
4. **Client Feedback and Concerns (15 mins):** Open floor for the client to provide feedback and raise any concerns or questions.
5. **Upcoming Milestones and Tasks (15 mins):** Outline the next steps and upcoming milestones in the project timeline.
6. **Budget and Resource Update (10 mins):** Provide an update on the project budget and resource allocation.
7. **Risk and Issue Management (10 mins):** Discuss any risks or issues that have arisen and the plans to address them.
8. **Action Items and Next Steps (15 mins):** Review and assign action items to team members and set dates for the next update meeting.

**Supporting Documents:**

- Project status report
- Key performance indicators (KPI) dashboard
- Budget report

- Risk management plan