

MEETING DETAILS

Date of meeting: _____

Time: _____

Place: _____

Main Speaker:

Who is summarising the meeting? _____

Updates and Decisions

1. Client onboarding:

Who gave update? _____

What will be ready by Wednesday? _____

What will be reviewed by Friday? _____

2. Client feedback:

Shared by: _____

Main concern: _____

Decision made: _____

Who will implement it? _____

Deadline: _____

3. Webinar:

Who sent input? _____

What was proposed? _____

Decision: _____

4. Security protocols:

What are team members reminded to do? _____

Deadline: _____

Next Meeting

Date and time: _____

Additional agenda items? _____

MEETING DETAILS

ANSWERS



Date of meeting: July 24th_

Time: 9:30

Place: Conference Room on the 4th floor

Main Speaker:

Who is summarising the meeting? Jessica White

Updates and Decisions

1. Client onboarding:

Who gave update? Tom

What will be ready by Wednesday? The welcome emails.

What will be reviewed by Friday? The user guide draft.

2. Client feedback:

Shared by: Mary

Main concern: The response time is slow.

Decision made: To introduce a live chat feature.

Who will implement it? Ben and the IT team.

Deadline: Next Monday

3. Webinar:

Who sent input? Sarah

What was proposed? Postponing the webinar by a week.

Decision: They all agree to postpone it.

4. Security protocols:

What are team members reminded to do? To review the network security protocols.

Deadline: Before the end of the month

Next Meeting

Date and time: Wednesday July 31st at 2:00 pm.

Additional agenda items? Before Monday noon.