

Initial Consultation Meeting Agenda

Date: _____

Time: _____

Location: _____

Attendees: _____

Agenda

- 1. Welcome and Introductions
- 2. Purpose of Meeting
- 3. Client Background and Objectives
- 4. Discussion of Project/Service Needs
- 5. Questions & Clarifications
- 6. Outline Next Steps
- 7. Summary and Closing Remarks

Notes: