

Business Automation Ltd.

Client Meeting Report for Software Development

Date:.....

Pre-Information:

Project Code / Name			
Module Name			
Purpose / Subject			
Will be attended by			
Contact Person / Phone			
Date of Meeting		Time of Meeting :	
Place of Meeting (Address/phone etc) :			

Post Information:

Time Out / In (BAT)		Time In / Out (Client)	
Job started time		Job finished time	
Meeting held with			
Summary of Outcome: <div style="border: 1px solid black; height: 200px; margin-top: 5px;"></div>			
Comments (Client)	Successful	Considerable	Postponed
Comments (Co-Rep)	Successful	Considerable	Postponed
Next Follow up			

Client's Signature

Co – Representative

Team Leader's Signature

Remarks of the HOD / Director: