# Client Meeting Log Form Sample

This **client meeting log form sample** helps you efficiently document discussions, decisions, and action items from client meetings. It ensures clear communication and accountability by tracking follow-up tasks and deadlines. Use this form to enhance project management and client satisfaction.

## Meeting Details

| Date | | Time | |
|---|---|---|---|
| **Client Name** | | | |
| **Attendees** | List names separated by commas | | |
| **Location/Platform** | e.g., Zoom, Office, etc. | | |

## Meeting Discussions & Decisions

| Notes | Responsible Person |
|---|---|
| | |
| | |

## Action Items

| Action Item | Assigned To | Due Date | Status |
|---|---|---|---|
| | | | Not Started |
| | | | Not Started |

## Next Meeting Details (Optional)

| Date | | Time | |
|---|---|---|---|
| **Agenda/Topics** | | | |

Save Meeting Log