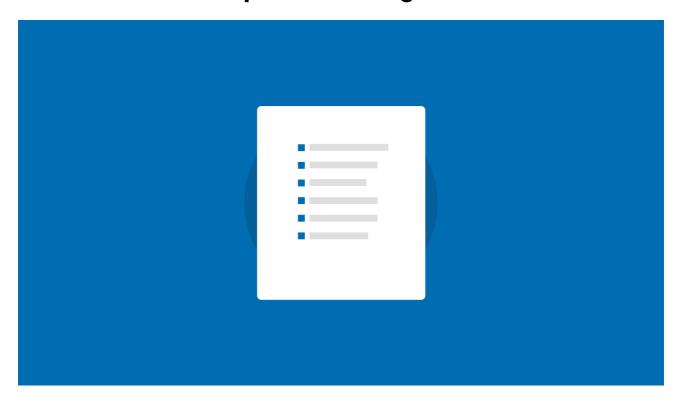
## **Client Update Meeting Checklist**



	Hold an internal discussion with key project personnel in advance of the meeting to identify progress as well as challenges to progress.
	Compare the actual status of the project against anticipated/scheduled progress of the project.
	Identify specific causes of any gap between actual and expected progress.
	Come up with possible solutions to those challenges internally, in advance of the meeting.
	Arrange an accurate, comprehensive means of recording the entire discussion.
4 KEY POINTS FOR MEETING LEADERS	
	Begin with a factual presentation of project progress and the identification of challenges to anticipated or scheduled progress
	Address any concerns you have about project budget and/or project scope
	Hold positive, proactive discussions to resolve challenges through accommodation, compromise and/or collaboration
	Conclude the meeting with a recap of the discussion and a clearly identified goal for the next scheduled goal for the next scheduled update