**Meeting Memo – Call with the Client**

**Date:**

**Client Name:**

**Students Attending:**

**Deliverable (i.e. Workshop on xyz):**

**1. Audience:**

* (Provide details about the discussion on the target audience, any specific considerations, or adjustments.)

**2. Content Subject Matter:**

* (Summarise the main points related to the content subject matter, including any client preferences or requirements. Include here your understanding of what the audience already knows and what their main questions, areas of confusion are.)

**3. Date and Duration of the Workshop:**

* (Specify the agreed-upon date and duration for the workshop, and include any relevant scheduling details, such as whether there will be breaks, the meeting time on the workshop day, etc.)

**4. Interactivity:**

* (Highlight the discussion regarding the level of interactivity asked by the client. Include any interactive elements planned for the workshop.)
* (Include here if you are planning to use Menti or any other platform for polls and/or quizzes. We encourage you to incorporate interactive elements such as online quizzes and ask whether you can use them to the client during your client calls.)

**5. Other Key Points:**

* (List any additional key points that were discussed during the call, such as technical requirements, specific client expectations, or special considerations.)

**6. Action Items:**

* (Clearly outline the action items assigned to various team members or stakeholders. Include deadlines and responsibilities for each action item, if applicable.)
* (Example: Ozlem to send meeting memo to qLegal staff by x date, attend student team meeting on y date, prepare first draft of materials for qLegal review by z date etc.)