

**Job Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Contact information:

Client name \_\_\_\_\_

Contact number \_\_\_\_\_

**Meeting One:**

Client ideas

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Client goals

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Time line \_\_\_\_\_

Budget \_\_\_\_\_

**Meeting Two:**

Flowchart approved with (circle one and initial):

no changes

minor change \_\_\_\_\_

major changes \_\_\_\_\_

Finished comps (primary and secondary pages) approved with (circle one and initial):

no changes

minor change \_\_\_\_\_

major changes \_\_\_\_\_

**Meeting Three:**

Prototype approved with (circle one and initial):

no changes

minor change \_\_\_\_\_

major changes \_\_\_\_\_

**Meeting Four:**

Final project approved with (circle one and initial):

no changes

minor change \_\_\_\_\_

major changes \_\_\_\_\_