

Clear

Concise

Comprehensive

Contemporaneous

MEETING NOTES

Client _____

Matter _____

With _____

Telephone _____

Mobile _____

Date _____

Time Start _____

Time Finish _____

Page _____ of _____

Email _____

Phone call from

Meeting in office

Attendance in Court

Phone call to

Meeting out of office

Attendance for Client

Message left with _____ for _____

Discussed:

Follow up required
