

Summary of first meeting with clients

At most one page and should include:

1. Basic information:
 - (a) Date of meeting
 - (b) Clients name and department
 - (c) Names of everyone present at the meeting
2. Summary of the project (language that is understood by client and consultant):

Include the research questions the client is attempting to answer and the goals of the project for this term (which might not be the same).
3. Summary of the data:

Include when the data will be available.

If there will be no data, what information is available to answer the clients questions.
4. Summary of statistical topics/issues
5. Questions: For all of the above. Do you need more information from your client/other consultants/instructor?