Sample Meeting Agenda Template

Copy and paste the content below onto your firm or broker-dealer approved letterhead if you'd like or use this as a guide to create your own agenda. Customize each section to fit your client's situation. We have provided some examples to help you get started.

Meeting Agenda for [insert client name]

Summary of our last discussion from (insert date)

Start with a short summary of your previous conversations for your existing clients.

Helpful Hints:

- *Add the dates of the previous conversations.*
- *Review previous conversations or goals with your clients to make sure their goals are still the same.*

For new clients, you can skip the summary unless you received information on why they wanted to meet.

Topics of Discussion *(Examples of topics)*

- Income Projections
- Pension Changes
- Asset Allocation Changes
- Investment review
- Paycheck analysis

Meeting Summary *(Example of summary)*

Based on our discussions, we will evaluate your accounts and implement changes based on the following changes:

- [Client's name] Retirement date has been changed to [Date].
- Estate planning documents are now complete, and we need to change beneficiary labeling based on the new trust that has been created.
- Look at consolidation of outside accounts for the following reasons:
    - Outside advisor is no longer available and can't make the necessary changes.
    - Spouse does not want to worry about multiple tax statements when (client name) starts taking distributions.
    - You want to align your investment strategy with all your accounts.

Next Steps *(Examples of next steps)*

- I will create a new analysis based on the changes we discussed.
- You will get a copy of your latest pension statement to me by [Date].
- I will prefill and mail paperwork to you to transfer your old retirement account into your current account.
    - You will send me your most current statement for your old retirement account with (XYZ) company.
- I will send you beneficiary forms to make changes based on your new estate plan.
- I will schedule a follow-up meeting once we have forms and beneficiary changes completed.

Contact Me Anytime

[First Name] [Last Name]

[B/D or Firm Name]

[Address]

[Phone]

[Email]

[Disclosure]