Note: This should be sent as an email and an appointment

Subject: Initial meeting with XXX from SSW and XXX from XXX.

Hi XXX,

Thanks for the call today.

As per our conversation I have booked in an appointment for an initial meeting at the time and place above

### Meeting Agenda

The agenda for this meeting is as follows:

* Introduction to SSW
* Q&A around your business needs and requirements – [TODO: Make your XXX app]
* SSW to answer your teams questions
* Agreement on the next steps to finding a solution

### Preparation

In preparation for this meeting I would suggest you:

* Print [Directions to SSW](http://www.ssw.com.au/ssw/Company/Directions/NeutralBay/) to help you get here
* Invite the stakeholders and decision makers
* Document any question you may have regarding the project
* Create a 1st draft (overview) of your business requirements and needs if you have not  already done so

### About us

Here is some more information about SSW that you may find useful:

* <http://www.ssw.com.au/ssw/Consulting/Default.aspx>
* <http://www.ssw.com.au/ssw/company/>
* <http://rules.ssw.com.au>