## Client Meeting Miscommunication Escalation Document

1. Meeting Details  Date:		
Time:		
Location / Platform:		
Attendees:		
2. Summary of Miscommunication		
3. Impact Analysis		
Area Impacted		Description of Impact
4. Communication Transcript / Key Exchange		
5. Escalation Steps Taken So Far		
6. Recommended Next Steps		
7. Points of Contact		
Name	Role	Contact Information