In order for Fulham Good Neighbours to record the progress of the project and its benefits to the clients and the volunteers, we ask that all volunteers send us a short visit update ideally within two days of the visit. Please follow the template below and make sure you contact the Digital Inclusion Coordinator if you have any questions.

**Name of client:**

**Date and time of the meeting:**

**Duration of the meeting:**

**Main actions and/or discussion points:**