

Company name(s):

Meeting location/link:

Date:

Time/time zone:

Meeting Title:

Organizer:

Notetaker:

Meeting facilitator:

BOARD MEMBERS/ATTENDEES

Board Member:

Board Member:

Board Member:

Attendee:

Board Member:

Attendee:

Notes from last meeting:

EXAMPLE

AGENDA ITEM EXAMPLE

- Subtopic 1
- Subtopic 2
- Subtopic 3
 - Notes/Deliverables
 - Stakeholders:

AGENDA ITEM 1

AGENDA ITEM 2

AGENDA ITEM 3