

**BOARD MEETING AGENDA TEMPLATE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Chair Phone Email**

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**Title of Meeting**

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**Board Members**

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**Agenda**

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| Details | Task Owner | Time Slot | Duration |
| 1. Welcome and introduction |  |  |  |
| 1. Chair Briefing |  |  |  |
| 1. Meeting Agenda |  |  |  |
| 1. Action item |  |  |  |
| 1. Item details |  |  |  |
| 1. Item Owners |  |  |  |
| 1. Meeting Policy and Procedures |  |  |  |
| 1. Executive Board Session |  |  |  |
| 1. Attendees Feedback |  |  |  |
| 1. Board Voting |  |  |  |
| 1. Future Perspective |  |  |  |
| 1. Closing Session |  |  |  |
| 1. Networking |  |  |  |

**Approval by Board Chair:**

*Signature Date*

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