

Board Meeting Minutes

General Information

Name:
Date:
Location:
Meeting Start Time:
Meeting End Time:

Team Members Present:

Team Members Absent:

Agenda + Meeting Events

1. Opening Remarks

- a. _____
- b. _____
- c. _____

2. Approval of

- a. _____
- b. _____
- c. _____

3. Unfinished Action Items

- a. _____
- b. _____
- c. _____

4. Item #1 to be discussed:

- a. _____
- b. _____
- c. _____

5. Item #2 to be discussed

- a. _____
- b. _____
- c. _____

6. Item #3 to be discussed

- a. _____
- b. _____
- c. _____

7. Item #4 to be discussed

- a. _____
- b. _____
- c. _____

8. Adjournment

- a. _____
- b. _____
- c. _____

Decisions Made:

- _____
- _____
- _____
- _____

Next Steps:

- _____
- _____
- _____
- _____

Make note-taking automatic with VoiceHub.

Sign up today!

