**[template] Board Meeting Agenda**

*Use this template as a starting point to create your own board meeting agenda.*

*Visit* [*www.easy2meet.eu*](http://www.easy2meet.eu) *for more information.*

*Questions? Feel free to reach out.*

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# Name of the board meeting agenda (e.g. “board meeting Easy2Meet”)

Date:

Time:

Location or meeting link:

**Attachments**

1. file a
2. file b
3. file c
4. etc.

**Attendees**

Chairman: name

Notetaker: name

Board members:

* name
* name
* etc.

**10 min | Opening**

**Responsible: chairman**

* welcome word of the chairman
* approval of the board meeting agenda

**5 min | Approval of minutes**

**Responsible: chairman**

**Attachment: file a**

Approval of the minutes of the previous board meeting

**10 min | Matters for decision**

**Responsible: chairman**

**Attachment: file b**

This topic is scheduled at the beginning of the meeting, in case someone has to leave early. All substantive discussion points have already taken place beforehand. It is just a matter of voting.

**10 min | An update from the CEO**

**Responsible: CEO**

**10 min | An update from the CFO**

**Responsible: CFO**

**30 min | Matters for discussion**

10 min | Matter a

Responsible: board member x

Attachment: file c

15 min | Matter b

Responsible: board member y

5 min | Matter c

Responsible: board member z

etc.

*These topics often lead to tasks for decisions for the next board meeting*

**15 min | Other matters, comments, questions, and concerns**

The chairman asks the members of the board if they have any other matter to bring to the table. Board members can raise any topic to discuss that was not scheduled on the agenda.

**5 min | Meeting review & next meeting**

Review the current meeting. Was it successful? Did you have enough time? Did you make progress and does every board member know what to do for the next board meeting?

Schedule the next board meeting.

**5 min | Adjournment**

The chairman asks the board if there is anything left to say or discuss. If not, the chairman can officially close the meeting.

*The notetaker shares the minutes, list of Tasks, and other relevant documents with the board within 24 hours after adjournment.*