

Board Meeting Agenda Template

Governance, Process & Reporting — Sample Template

How to Use This Template

Duplicate this template for every board or leadership meeting. Circulate the agenda and any pre-read materials at least 48 hours in advance, so decisions arrive at the meeting pre-digested instead of being worked through live.

Meeting Details

Meeting Type: _____

Date: _____

Attendees: _____

Prepared By: _____

Pre-Meeting Prep Checklist

- Agenda and pre-read materials circulated 48 hours ahead
- KPI numbers confirmed against the live tracker
- Every decision item framed as options with a recommendation, not an open question
- Prior meeting's action items checked against owner and due date before the meeting starts

Standard Agenda

1. Metrics review (10 min) — KPIs vs. target, trend since last meeting
2. Departmental updates (15 min) — 2–3 min per lead, blockers flagged in advance
3. Decisions needed (20 min) — pre-circulated, framed as options with a recommendation
4. Action items from prior meeting (10 min) — status check against owner and due date
5. Open floor / parking lot (5 min)

Notes & Decisions

Topic	Discussion / Decision
Q3 Pricing Change	Approved 3% increase effective Oct 1. Head of Sales to notify top 20 accounts by Sep 15.

Action Items Captured This Meeting

Action Item	Owner	Due Date	Status
Notify top 20 accounts of pricing change	Head of Sales	Sep 15	In Progress

Facilitation Tips

- Timebox each agenda item and hold to it — park tangents for the open floor slot
- Assign a notetaker before the meeting starts, not during
- End every decision item with a named owner and a next step, not just a conclusion