**BOARD MEETING AGENDA**

**Meeting Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | [Date] | Last Meeting: | [Date] |
| Time: | [Time] | Next Meeting: | [Date] |
| Location: | [Location] | | |

**Purpose of the meeting**

**Attendance**

[Name]

[Name]

[Name]

[Name]

[Name]

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Schedule** | **Time** | **Action** |
| Welcome and Introductions | 1:00 pm | 5 |  |
| Call to Order and Roll Call | 1:05 pm | 5 |  |
| Approval of Agenda | 1:10 pm | 5 |  |
| Review and Approval of Minute | 1:15 pm | 5 |  |
| Committee Reports | 1:20 pm | 5 | Informational |
| Financial Reports | 1:25 pm | 5 | Informational |
| Program or Department Updates | 1:30 pm | 20 | Informational |
| [Item 1] | 1:50 pm | 10 | Decision |
| [Item 2] | 2:00 pm | 10 | Decision |
| [Item 3] | 2:10 pm | 15 | Discussion |
| [Item 4] | 2:25 pm | 20 | Discussion |
| [Item 5] | 2:45 pm | 10 | Informational |
| Review of upcoming meeting schedule | 2:55 pm | 5 | Informational |
| Adjourn | 3:00 pm |  |  |

**Discussion and Decision Points**

|  |  |
| --- | --- |
| **Discussion Point** | **Details** |
| [Point] 1 | [Detail] |
| [Point] 2 | [Detail] |
| [Point] 4 | [Detail] |

**Agenda Prepared By:** [Name] & [Contact Information]

**Minutes By:** [Name] & [Contact Information]