

# Board meeting minutes template

Here, I have provided a free template CEOs can use to take down effective notes at board meetings. Download and fill in relevant information unique to you and your company to get started!

**[Company name]** Board Meeting Minutes

**Date:** [date of the meeting]

**Time:** [start time - closing time]

**Location:** [meeting venue]

## Attendees

[List of attendees present]

[List of absentees and reasons for absence, if provided]

## 1. Call to order

- The meeting was called to order by [Chairperson's name] at [start time].

## 2. Approval of previous meeting minutes

- The minutes of the previous board meeting held on [Date] were reviewed and approved.

## 3. Agenda review

- The agenda for the current meeting was reviewed and approved as presented.

## 4. Reports

- List of reports presented, such as financial report, CEO report, committee reports, etc.

## 5. Old business

- Discussion on any unresolved matters from previous meetings.

## 6. New business

- List of new agenda items discussed, with relevant discussions and decisions.

## 7. Other matters

- Any additional topics or announcements brought up during the meeting.

## 8. Action items

- List of action items assigned, along with responsible parties and due dates.

## 9. Next meeting

- The date, time, and location of the next board meeting were confirmed.

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