[INSERT NAME OF COMPANY]
MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

[Insert Date of Board Meeting]

A meeting of the Board of Directors (the "**Board**") of [Insert Name of Company], a [Insert State of Incorporation] corporation (the "**Company**"), was held on [Insert Date of Board Meeting], at the offices of the Company.

Directors Present:
[Insert Name of Directors Present]

Also Present:
[Insert Name of Others Present]

Directors Absent:
[Insert Name of Directors Absent]

Counsel Present:
[Insert Name of Counsel Present][1]

Call to Order
[Insert name of CEO or Board Chair] called the meeting to order at [Insert Start Time of Meeting] and [Insert Name of Secretary] recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with the business.

CEO Report
[Insert Name of CEO] reviewed the agenda and welcomed everyone to the meeting. Next, [Insert Name of CEO] discussed the current status of the company and its progress. A number of questions were asked and extensive discussion ensued.

Sales & Business Development Update
[Insert Name] next provided an update on the overall sales progress and sales pipeline of the Company. She also presented the status of business development discussions.

* [Insert Name] joined the meeting. *[2]

Financial Review
[Insert Name] provided a comprehensive update on the Company's financial plan and forecast. [Insert name] also reviewed the Company's principal financial operating metrics. Discussion ensued.

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[1] It's generally good to make a note if the attendees participated via telephone or videoconference. Otherwise, it's assumed they participated in person.
[2] If attendees join after the meeting start time or leave before the meeting adjournment, it's preferable to note when they join and leave the meeting as indicated by the asterisked notations.

Financial Planning
The Board next discussed the timing and creation of the [Insert Year] Operating Plan.

Approval of Option Grants
[Insert name] presented to the Board a list of proposed options to be granted to Company employees [and advisors], for approval, whereupon motion duly made, seconded and unanimously adopted, the option grants were approved as presented in Exhibit A.

Approval of Minutes
[Insert Name] presented to the Board the minutes of the [Insert Date of Previous Board Meeting] meeting of the Board for approval, whereupon motion duly made, seconded and unanimously adopted, the minutes were approved as presented.

* Management was excused from the meeting. *

Closed Session
The Board next discussed a number of strategic topics. Questions were asked and answered.

Adjournment
There being no further business to come before the meeting, the meeting was adjourned at [Insert Time of Adjournment].

Respectfully submitted,

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[Insert Name of Secretary], Recording Secretary