Below is a simple Board Meeting Agenda. Feel free to copy this document and use it as you see fit.

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Company Name

Suggested (First) Board Meeting Agenda

Date:

- 1. Call to Order
- 2. Appointment of Chair & Secretary for the meeting
- 3. Introductions (first meeting)
- 4. Approve Agenda
- 5. Approve Minutes from Last Meeting (future item since this is the first meeting)
- 6. CEO's summary (what went well, what didn't go well)
- 7. Department updates
 - a. Financials Review
 - i. Current financials (Balance Sheet / Income Statement)
 - ii. Budget (Balance Sheet / Income Statement / Cash Flow (Burn)
 - iii. Fundraising
 - b. Product update
 - i. Launch dates
 - ii. Product roadmap
 - c. Marketing & Sales
 - i. Marketing effort
 - 1. Key metrics
 - ii. Sales efforts
 - 1. Key metrics
 - 2. Pipeline
 - d. Ops/HR
 - i. Key hires
- 8. Old Business
 - a. From prior board meetings (so future item)
- 9. Company Need(s)
 - a. One main topic to be discussed
 - i. E.g. Fundraising, key hires, product, etc
- 10. Other new business
 - a. Things that weren't on the agenda

- 11. Board resolutions, such as:
 - a. Options valuation discussion Strike price discussion
 - b. Options grant(s) approval
- 12. In Camera (if needed)
 - a. Observers and the executive team leave the meeting
 - b. Discussion about how the meeting went, any other conversations about the team or observers are held in this section