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