BOARD OF DIRECTORS MEETING AGENDA

Agenda, Resolution Log, and Corporate Governance Template

1. Call to Order & Roll Call

The Chairman of the Board shall call the meeting to order. A quorum must be confirmed and documented in the minutes.

2. Approval of Prior Minutes

Review and vote on the approval of minutes from the previous Board of Directors meeting. Log any amendments.

3. Executive Updates & CEO Report

A comprehensive high-level review of the company's performance, operations, growth hurdles, and strategic milestones over the past quarter.

4. Financial Performance Review

Presentations by the Chief Financial Officer (CFO) covering balance sheets, cash flow, burn rate, runway projections, and variance analysis.

5. Old Business & Action Items

Status check on objectives and milestones assigned during previous sessions. Document completions or delays.

6. New Business & Resolutions

Introduction of new topics requiring board review, approval, or vote. All resolutions passed during the session must be documented verbatim.