**[*YOUR COMPANY NAME HERE*]**

**Board Meeting Agenda**

**Date:** [*DATE HERE*]

**Location:** [*LOCATION HERE*]

**Start time:** [*START TIME HERE*]

1. **Opening**
   1. Apologies
   2. Conflicts of Interest Disclosures
   3. Minutes of Previous Meeting (Paper [X]) and matters arising
2. **Matters for decision [*DELETE/ADD AS REQUIRED*]**
   1. Business Plan Adoption (Paper [X])
   2. Strategy Adoption (Paper [X])
   3. Budget Adoption (Paper [X])
   4. Dividend (Paper [X])
   5. Other (Paper [X])
3. **Matters for discussion [*DELETE/ADD AS REQUIRED*]**
   1. KPI Review (Paper [X])
   2. Financial Results (Paper [X])
   3. Sales Results (Paper [X])
   4. Marketing Results (Paper [X])
   5. Operations Performance Review (Paper [X])
   6. Risk Review (Paper [X])
   7. Other (Paper [X])
4. **Any other business**
5. **Date, time and location of next meeting**