**[*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**