[Insert organisation name/logo]

**Board of Directors**

**Meeting Minutes**

**[Date]**

**[Time]**

**[Location]**

Attendees

1. **[Insert meeting attendees]**

Apologies

1. **[Insert meeting apologies]**

|  |  |  |
| --- | --- | --- |
| **No.** | **Discussion Item** | **Lead** **Action** |
| 1 | **[Insert discussion item from previous meeting]** | **[Insert responsible board member]** |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |