

Steering Committee Agenda Template

Steering committee meeting agenda sample

Time	Agenda item	Presenter
9:00-9:10	Call to order	Steering Committee Chair
	Roll Call	Board Secretary
	Approval of meeting minutes	Board Secretary
Reporting		
9:10-9:20	IT Vulnerability Report	CIO
9:20-9:30	Financial Impact of IT Vulnerability	CFO
Unfinished business		
9:35-9:50	Approving Q2 Stakeholder Report	Steering Committee Chair
New business		
9:55-10:50	Examine deal price renegotiation ranges based on the target's IT infrastructure vulnerability.	Steering Committee Chair CEO CFO CIO Cybersecurity expert Legal expert
Announcements		
10:50-10:55	Extending IT due diligence timeline for additional security inspections.	Steering Committee Chair
10:55	Adjournment	Board Chair

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