

# Advisory board meeting agenda template

Agenda item	Description	Notes	Time
<b>Welcome and introductions</b>	1. The board chair welcomes attendees. Introductions for new members and guests.		5 minutes
<b>Review and approval of previous minutes</b>	1. Summarize key points from previous minutes. 2. Opportunity for edits and corrections. 3. Vote to approve minutes.		5 minutes
<b>Strategic discussions</b>	1. Presentation 2. Discussion 3. Q&A		45 minutes
<b>Decision-making and action items</b>	1. Open forum for board members to raise concerns or suggestions. 2. Discussion and potential action item identification.		25 minutes
<b>Committee reports and updates</b>	1. Brief updates from standing committees with key metrics or achievements. 2. Q&A.		20 minutes
<b>Next steps and action items</b>	1. Review all action items and responsible parties. 2. Set deadlines for completion.		5 minutes
<b>Adjournment</b>	1. Closing remarks by the board chair. 2. Schedule for the next meeting.		5 minutes

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