Startup Board Meeting Template

# [Startup Name] – Board Meeting

## January 1, 2025

## 10:00am – 12:00pm

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| Meeting Purpose:Convene the board to discuss and approve current and future matters. Fill in information about your board’s specific goals during this meeting. |  |
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| 10:00 – 10:05 | Governance* Note the time, date, and location
* Roll Call of attendees
* Call to Order
 | Chair |
| 10:05 – 10:10 | **Approve current agenda** | All Members |
| 10:10 – 10:20 | **Approve past minutes** | All Members |
| 10:20 – 11:00 | CEO Presentation and Report* High level updates
* Financial metrics
* Company status and growth
* Goals and future directions
 | CEO |
| 11:00 – 11:20 | All other officer reporting | Officers |
| 11:20 – 11:55 | Introduction of voting motionsDiscussion of motions requiring board approval | All Members |
| 11:55 – 12:00 | AdjournmentSet next board meeting date | Chair |