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 motions Discussion of motions requiring board approval | All Members |
| 11:55 – 12:00 | Adjournment Set next board meeting date | Chair |