**Template (1)**

**Boardroom Meeting Agenda Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Data** | **Adoption of previous recommendations / decisions** | **Topics for Discussion** | **Reports to Showcase** |
| Organization  |  | Confidentiality level |  |
| Meeting No. |  | Meeting Date |  |
| Meeting Date  |  | Meeting Venue |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Data** | **Adoption of previous recommendations / decisions** | **Topics for Discussion** | **Reports to Showcase** |
| Adoption of previous meeting recommendations |
| No. | Recommendations |
| 1 |  |
| 2 |  |
| 3 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Data** | **Adoption of previous recommendations / decisions** | **Topics for Discussion** | **Reports to Showcase** |
| Topics for Discussion |
| No. | Timing | Topic | Speaker |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Data** | **Adoption of previous recommendations / decisions** | **Topics for Discussion** | **Reports to Showcase** |
| No. | Timing | Topic | Speaker |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |