[](https://www.smartsheet.com/try-it?trp=11621&utm_source=integrated-content&utm_campaign=/content/board-meeting-agenda-templates&utm_medium=Board+Meeting+Agenda+doc+11621&lpa=Board+Meeting+Agenda+doc+11621)**BOARD MEETING AGENDA   
TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DAY AND DATE | TIME | LOCATION | |
|  |  |  | |
| MEETING CHAIR | EMAIL | | PHONE |
|  |  | |  |
| MEETING SCRIBE | EMAIL | | PHONE |
|  |  | |  |
| MEETING TITLE | | | |
|  | | | |
| SUPPORTING DOCUMENTS REQUIRED | | | |
|  | | | |
| BOARD MEMBERS / ATTENDEES REQUESTED | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

AGENDA

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4
5. Agenda item 5

|  |  |  |  |
| --- | --- | --- | --- |
| BOARD CHAIR APPROVAL | | BOARD SUB-CHAIR APPROVAL | |
| SIGNATURE | DATE | SIGNATURE | DATE |
|  |  |  |  |

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