

Board Member Meeting Outcome Template

Meeting Date: _____

Meeting Time: _____

Location: _____

Facilitator: _____

Attendees

Name	Role	Present/Absent

Agenda Items & Decisions

Agenda Item	Discussion Summary	Decision/Outcome

Action Items

Action Item	Owner	Deadline

Next Meeting Date: _____

Next Meeting Agenda: _____

Prepared by: _____

Date: _____

Approved by: _____

Date: _____