

Decision-Focused Board Meeting Report

Meeting Date: _____
Prepared By: _____
Meeting Objective: _____

Summary of Key Decisions Required

- 1. _____
- 2. _____
- 3. _____

Agenda Items & Decision Points

Agenda Item	Decision Required	Lead
_____	_____	_____
_____	_____	_____
_____	_____	_____

Risks, Challenges & Considerations

- _____
- _____
- _____

Summary of Recommendations

- _____
- _____
- _____

Follow-up Actions

Action	Owner	Deadline
_____	_____	_____
_____	_____	_____
_____	_____	_____