

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____