

# Strategic Board Review Meeting Template

Date:

Time:

Location/Virtual Link:

Facilitator:

Note Taker:

Attendees:

## 1. Opening

- Welcome & Introduction
- Review of agenda and objectives
- Approval of previous minutes

## 2. Strategic Updates

Key Topic / Area	Update / Progress	Lead

## 3. Performance Review

Metric / KPI	Status	Notes / Actions

## 4. Key Risks & Challenges

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## 5. Decisions Needed

Decision Point	Discussion Summary	Outcome

## 6. Action Items

Action Item	Responsible	Deadline	Status

## 7. Next Meeting

Date & Time:

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Location / Virtual Link:

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## 8. Other Notes

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