

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

5. Decisions Needed

Decision Point	Discussion Summary	Outcome

6. Action Items

Action Item	Responsible	Deadline	Status

7. Next Meeting

Date & Time:

Location / Virtual Link:

8. Other Notes