

# Board Meeting Minutes Template

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GeneralBlue

## MEETING DETAILS

*Title / Topic:*

*Date & Time:*

*Location / Platform:*

*Prepared By / Presented By:*

*Purpose of the Meeting:*

## KEY NOTES / DISCUSSION POINTS

*Notes:*

## DECISIONS MADE

*Decisions:*

## ACTION ITEMS

**Task**

**Assigned To**

**Due Date**

## NEXT STEPS