**Template (1)**

**Boardroom Meeting Agenda Template**

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| --- | --- | --- | --- |
| **Key Data** | **Adoption of previous recommendations / decisions** | **Topics for Discussion** | **Reports to Showcase** |
| Organization |  | Confidentiality level |  |
| Meeting No. |  | Meeting Date |  |
| Meeting Date |  | Meeting Venue |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Data** | | **Adoption of previous recommendations / decisions** | **Topics for Discussion** | **Reports to Showcase** |
| Adoption of previous meeting recommendations | | | | |
| No. | Recommendations | | | |
| 1 |  | | | |
| 2 |  | | | |
| 3 |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Data** | | **Adoption of previous recommendations / decisions** | **Topics for Discussion** | **Reports to Showcase** |
| Topics for Discussion | | | | |
| No. | Timing | Topic | | Speaker |
| 1 |  |  | |  |
| 2 |  |  | |  |
| 3 |  |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Data** | | **Adoption of previous recommendations / decisions** | **Topics for Discussion** | **Reports to Showcase** |
| No. | Timing | Topic | | Speaker |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |