Organization Name Goes Here
Board Meeting
Agenda

Date: Nov 17, 2020
Venue: Board Room
Version: 1.0
Prepared by: Kamal Wickramanayake (lsdn@software.lk, 0123 456789)

Meeting chair: Samantha Perera
Invited: Mr. Ben Lucas (Title, What Organization). Reason for invitation goes here.

Time	Topic	Owner
5.30 pm	Confirmation of the minutes of last meeting	Nimal
5.40 pm	Xyz event 2020 1. Approve the budget 2. Approve the media sponsors 3. Identify the chief guest 4. Finalize the dates 5. Assign the roles and responsibilities... 6. … 7. ...	Lakshmi
6.00 pm	Present draft version of financial policy updates	Luke
6.15 pm	Meeting with X Organization 1. Identify our delegates 2. Finalize the topics to be discussed	Katie
6.30 pm	...	Chandana
7.00 pm	Tea break	
7.10 pm	...	Isuru
7.15 pm	Any other business	
7.30 pm	Meeting closure activities 1. Review decisions, action items, owners and deadlines. 2. Double-check consensus on issues 3. Perform a meeting evaluation (optional) 4. Set next meeting date and time with tentative agenda items	Nimal
7.35 pm	End of meeting	

Guidelines in preparing an effective agenda:
1. Each agenda item should describe an **action**. Actions can be grouped if needed. Items that do not describe actions should not be included in the agenda.
2. If each item does not have an implied success criterion, describe it explicitly.
3. Leave the item "Any other business" as it is and don't assign it to anyone.
4. It is OK if the actual time spend during the meeting shifts here are there a little bit. However, everyone should attempt to stick to the time table.
5. If a certain item takes exceedingly more time than planned, it should be differed to another meeting unless that item should be closed immediately due to its extraordinary nature.