



BOARD MEETING ACTION ITEMS LIST TEMPLATE

BOARD MEETING DETAILS	
Date:	
Time:	
Location:	
Facilitator:	
Minutes taken by:	

Attendees names:	Absentees names:



Meeting topic:	
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No.	PREVIOUS MEETING ACTION ITEMS REVIEW (ISSUES, DECISIONS, UPDATES)	
1.		
2.		
3.		
4.		
5.		

ACTION ITEMS DEFINED AT THE MEETING

No.	Action Item	Priority	Assignee	Due date	Done
1.					<input type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>

5					<input type="checkbox"/>
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ADDITIONAL COMMENTS