Advisory Board Meeting Minutes

[Company or organization name]

Draft: not final until approved

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Location	[Address or video platform]	**Facilitator**	[Name]

Attendance

Advisers present	Advisers absent	Company attendees
[Names]	[Names]	[Names, titles]

Purpose of this meeting

[The question or topics the company asked the advisers to consider.]

Topics discussed

Topic	Main points of advice
[Topic]	[Two or three sentences.]
[Topic]	[Two or three sentences.]
[Topic]	[Two or three sentences.]

Recommendations

Recommendation	Referred to	Response due
[Recommendation]	[Board / CEO / team]	[Date]
[Recommendation]	[Board / CEO / team]	[Date]

This advisory board makes recommendations only and does not bind the [company / organization].

Follow-up actions

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

Next meeting

[Date and time].