Startup Board Meeting Minutes

[Company legal name]

Date
[Month day, year]

Draft: not final until approved

Time	[00:00] to [00:00]	**Location**	[Address or video platform]
Chair	[Name]	**Secretary**	[Name]

Attendance and quorum

Directors present	Directors absent	Observers and guests
[Names]	[Names]	[Names, investor or role]

[Number] of [number] directors were present, which is a quorum under [section] of the bylaws.

Conflicts of interest

[None declared.] or [(Name) declared an interest in item (number) and did not vote.]

Business update received

Metric	Reported figure	Board comment
[Revenue or ARR]	[Figure]	[Comment]
[Cash and runway]	[Figure]	[Comment]
[Headcount]	[Figure]	[Comment]

Decisions

Resolved, that	Moved by	Seconded by	Vote	Result
[Approval of previous minutes of (date)]	[Name]	[Name]	[0 / 0 / 0]	[Carried]
[Approval of equity grants listed in Schedule A]	[Name]	[Name]	[0 / 0 / 0]	[Carried]
[Approval of budget or financing terms]	[Name]	[Name]	[0 / 0 / 0]	[Carried]

Main points discussed

[Two or three sentences on strategy, hiring or fundraising and the reason for any decision.]

Actions

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

Secretary	Chair
Signature:	Signature:
Name:	Name:
Date signed:	Date approved: