

## BOARD MEETING AGENDA

Board Meeting Date: XXXX

Location: XXXX

	<b>Estimated Time</b>
<b>1. In-camera Session</b>	30 mins
<b>2. Meeting Opening</b> 2.1 Apologies 2.2 Director Conflict of Interest Disclosures 2.3 Previous Minutes 2.3.1 Confirmation 2.3.2 Matters Arising/Action List	30 mins
<b>3. Matters for Decision:</b> 3.1 Major strategy decisions (always have board paper and recommendations) 3.2 Routine decisions including capital equipment approval and expenditure (discussed only if requested by a director)	60-120 minutes
<b>4. Matters for Discussion</b> 4.1 CEO's Report 4.1.1 Current Significant Issues 4.1.2 Matters for Approval 4.1.3 Update on Strategic Plan Implementation 4.1.4 Major Key Performance Indicators 4.1.5 Risk and Compliance Update 4.1.6 Matters for Noting 4.2 CFO's Report	60-120 minutes
<b>5. Matters for Noting [discussed only on exception basis]</b> 5.1 Major Correspondence 5.2 Company Seal 5.3 Updated board calendar 5.4 Other matters for noting	10 minutes
<b>6. Meeting Finalization</b> 6.1 Review actions to be taken 6.2 Meeting evaluation 6.3 Next meeting 6.4 Meeting close	10 minutes

# Sample Agenda Format For Board Meeting

**Lingjun Ying**



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