

Board Meeting Minutes

Date: 25/01/2026

Attendees: John Doe, Sarah Johnson, Mike Chen

Location: Conference Room A

Agenda:

1. Q4 Financial Review - Revenue increased by 15%
2. New Product Launch - Scheduled for March 2026
3. Budget Allocation - Approved ,000 for marketing

Action Items:

- Prepare marketing campaign by 15/02/2026
- Schedule product demo for stakeholders