

# Monthly Company Board Meeting

## Meeting Agenda

### DATE

November 2

### ATTENDANCE

Matt Montgomery, CEO

Kaden Trejo, CTO

Shanae Ratliff, Head of Marketing

Noah Leonard, Head of Engineering

Koby Head, Communication Strategist

### MEMBERS ABSENT

(none)

### APPROX. TIME

3 MIN

5 MIN

20 MIN

20 MIN

40 MIN

10 MIN

3 MIN

1 MIN

### AGENDA

Welcome, Introductions

Minutes from Previous Meeting

— progress report from each team member

Year in Review Presentation

— presentation by Shanae

Market Research Presentation

— presentation by Shanae

Upcoming Projects

— presentation by Kaden

Open Discussion

Add possible topics.

Next Steps

Don't forget to remind Board of the next scheduled meeting.

Adjourn