**Agenda**

Board Meeting #

DATE of Meeting

**HOST:**  CEO is usually hosts

**ATTENDEES:** Your staff and the investors and/or board members. You set the agenda

**Time (PDT) Topic Presenter**

2:30 - 2:35 Welcome CEO

2:30 - 2:37 Opening statements CEO

2:37 - 2:40 Approval of Agenda CEO

2:40 - 3:00 Presentation CEO/CTO/CFO

3:00 - 3:25 Round Table Discussion All

3:25 - 3:30 Adjournment CEO

Make the time slots with spaces.

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**Business summary**

**-** The problem

- Company value proposition

- Who you are (experience in the problem)

Team

Corporate structure

- Product/service

Tech details

How do you make money?

**Financial summary**

- Customer discovery data

- Market size (TAM/SAM/SOM)

- Profits and/or funding to date

- Wins to date (what you have done thus far)

- Huddles to overcome (things in the way)

**Milestones**

- Financial

- Product/Tech development

- Customers

- regulatory

- Paths toward your milestones

Make sure these points are included to mirror your pitch deck:

1. Start with the problem slide

2. Your vision and value proposition

3. Target market and opportunity

4. The solution

5. Revenue model or business model

6. Traction and validation/roadmap

7. Marketing and sales strategy

8. Financials

9. Competition

10. Investment and use of funds