### **Board Training Meeting Minutes**

**Date:** [Insert date]  
**Time:** [Insert time]  
**Location:** [Insert location or virtual platform]  
**Facilitator/Trainer:** [Insert name]  
**Participants:** [List board members]

### **1. Welcome and Opening**

* **Call to Order:** [Time meeting started]
* **Welcome Remarks:** [Brief notes on introductory remarks]
* **Agenda Overview:** [Key topics to be covered]

### **2. Training Details**

* **Topic(s):** [List training topics]
* **Goals/Objectives:** [Explain the purpose of the training]
* **Training Materials Provided:** [Handouts, reports, case studies, etc.]

### **3. Key Discussions and Activities**

* [Summarize discussions related to board roles, responsibilities, or governance training]
* [List any exercises or group activities undertaken]

### **4. Action Points**

* **Key Takeaways:** [Highlight critical insights from the training]
* **Follow-up Actions:** [List tasks or initiatives identified during the training]
* **Additional Resources:** [List supporting documents or suggested readings]

### **5. Feedback**

* **Board Member Feedback:** [Summarize feedback from board members]
* **Facilitator’s Notes:** [Facilitator’s reflections on training session outcomes]

### **6. Closing**

* **Meeting Adjourned:** [Time meeting ended]
* **Closing Remarks:** [Any final notes from the facilitator or chairperson]

### **7. Prepared By**

* **Name:** [Your Name]
* **Role:** [Your Role]
* **Date:** [Date of preparing the minutes]