

# 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]