

Minutes of Sample Board Meeting - 02/18/14

Date and time: 02/18/14 10:00 am to: 02/18/14 12:00 pm

Organizer: Edwin Siebesma

Participants: James Bond, wilma flintstone, Jason Bourne

Previous meeting: [Sample Board Meeting](#)

Location: Bedrock hotel

Access meeting at: <http://app.meetingking.com/meetings/79032>

Topics

1 Welcome and Introductions

Note Chairman of the board introduced two new members: John Doe and Jane Doe. Both have a lot of industry experience in Europe and Latin America.

2 Approval Minutes from Previous Meeting

Decision Minutes of the previous board meeting in Q4 2013 are approved.

3 Old Business, Update on Tasks from Previous Meetings

3-1 New round of financing

Note Bank ABC is very interested in our expansion. With help from uncle Scrooge we can secure the loan.

Task Go play golf with Uncle Scrooge and secure his support
Owned by **Jason Bourne** due **02/26/14**

3-2 Brazil expansion

Note Everything is going according to plan. Team will be in Sao Paulo next month.

4 New Business

Note Ever since using MeetingKing in the marketing department revenues went up.

 [sales-results-after-meetingking-implementation.png](#)

Task Acquire company wide MeetingKing license.
Owned by **wilma flintstone** due **02/25/14**

Task Deploy MeetingKing throughout the organization.
Owned by **James Bond** due **03/06/14**

5 Optional Topics

5-1 Correspondence

5-2 Upcoming Events

6 Next Meeting

7 Adjourn

Task Summary

New Tasks

Task Go play golf with Uncle Scrooge and secure his support
Owned by **Jason Bourne** due **02/26/14**

Task Acquire company wide MeetingKing license.
Owned by **wilma flintstone** due **02/25/14**

Task Deploy MeetingKing throughout the organization.
Owned by **James Bond** due **03/06/14**

Open tasks from previous meeting(s)

Task Prepare development budget
Owned by **wilma flintstone** due **02/24/14**