Quarterly Strategy Board meeting

*[meeting title]*

### Date:

*[the calendar date on which the meeting takes place]*

1st of July, 2025

### Time:

*[start time of the meeting]*

10.30 AM

### Meeting duration:

*[indicates the scheduled length of the meeting]*

60 minutes

### Attendees:

*[a list of individuals present at the meeting]*

James Carter (CIO), Elena Rodriguez (CEO), David Kim (CFO), Sophia Liang (CTO), Robert Hayes (COO)

## Agenda

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### Approval of Previous Minutes (5 mins):

*[Confirmation of last meeting’s decisions and action items]  
Who’s presenting:James Carter (CIO)*

-Review and sign off on Q2 Board Meeting minutes.

-Address any unresolved items.

### Financial Performance Review (15 mins):

*[Overview of revenue, expenses, and profitability]  
Who’s presenting:* *David Kim (CFO)*

-Q2 Revenue: $12.5M (+8% YoY).

-Operating costs within budget.

-Key risks: Supply chain delays impacting Q3 projections.

### Strategic Initiatives Update (15 mins):

*[Progress on key business priorities]  
Who’s presenting: Elena Rodriguez (CEO)*

-Expansion into APAC market: Phase 1 completed.

-New product launch delayed to September (regulatory approvals pending).

-Partnership talks with TechGlobal advancing.

### Technology & Innovation (10 mins):

*[R&D updates and IT infrastructure]  
Who’s presenting: Sophia Liang (CTO)*

-AI integration pilot showing 20% efficiency gain.

-Cybersecurity audit scheduled for August.

-Hiring two senior engineers to accelerate cloud migration.

### Operational Efficiency (10 mins):

*[Streamlining processes and cost optimization]  
Who’s presenting: Robert Hayes (COO)*

-Warehouse automation reducing fulfillment time by 30%.

-Vendor renegotiation saving $200K annually.

-Employee training program rollout in progress.

### Risk Management (5 mins):

*[Identifying and mitigating business risks]  
Who’s presenting: David Kim (CFO)*

-Currency fluctuations impacting margins.

-Contingency plan for potential economic downturn.

### Open Discussion & Board Feedback (10 mins):

*[Opportunity for directors to raise concerns or suggestions]  
Who’s presenting: All*

-Proposal to diversify investment portfolio.

-Concerns over competitor’s pricing strategy.

### Action Items:

*[list of tasks, who’s responsible, and when they’re due]*

| Elena Rodriguez | Finalize APAC market rollout plan by July 30 |
| --- | --- |
| Sophia Liang | Submit regulatory filings for new product by August 5 |
| Robert Hayes | Present cost-saving proposals by July 25 |
| David Kim | Schedule cybersecurity audit by August 1 |

### Additional Notes:

*[any extra points or reminders]*

-Next Board Meeting: October 15, 2025.

-Draft Q3 financials to be shared by September 10.

-CEO to provide partnership update via email by July 25.