

Advisory Board Meeting Report Template

(include a cover letter addressed to report recipient, providing contact information for follow up)

Report of meeting of the [name of organization] External Advisory Board

Date:

Location: (include whether in person or remote)

Meeting chair/leader: Name, title/position, organization

Attendees: (Include name and affiliation)

Brief introductory summary of the meeting, including key points: If the advisory board is supportive, it is important to highlight some key accomplishments. If the advisory board is skeptical, listing some concerns or challenges might be warranted. Think of this as an abstract as the recipient might not read beyond the brief introductory statement.

Meeting charge: Reproduce the meeting charge along with any specific tasks or questions, here.

Responses to individual task/questions/charges: Repeat each charge point/question or individually, followed by a specific list of responses.

Perceived Strengths:

Perceived Challenges:

Major meeting outcomes: Summarize key points from above. Include the most important 'take home message(s).'

Thank you to staff who organized meeting

Respectfully submitted [date]:

Signature of EAB chair

Signatures of other EAB members