

# Monthly Company Board Meeting

## Meeting Agenda

### DATE

November 2

### ATTENDANCE

Matt Montgomery, CEO

Kaden Trejo, CTO

Shanae Ratliff, Head of Marketing

Noah Leonard, Head of Engineering

Koby Head, Communication Strategist

### MEMBERS ABSENT

(none)

### APROX. TIME

3 MIN

5 MIN

20 MIN

20 MIN

40 MIN

10 MIN

3 MIN

1 MIN

### AGENDA

Welcome, Introductions 

Minutes from Previous Meeting  
– *progress report from each team member*

Year in Review Presentation  
– *presentation by Shanae*

Market Research Presentation  
– *presentation by Shanae*

Upcoming Projects  
– *presentation by Kaden*

Open Discussion  
*Add possible topics.*

Next Steps  
*Don't forget to remind Board of the next scheduled meeting.*

Adjourn