## Board Meeting Minutes Example

**It is emphasized that this document is of a general nature and that the text must be adapted to each individual business.**

*The recording of board minutes is regulated by the Companies Act § 6-29. This includes, among other things, which formal requirements must be met, decision-making capability, and signing.*

It was on the *(date and time)* held a board meeting in *(name of the company)* at the company's premises in *(place/address)*.

At the board meeting, the following participants attended: \_\_\_\_\_\_\_\_\_\_\_\_\_(names of all participating board members and any others attending, for example, the general manager).

No absentees. The board was quorate, cf. the Companies Act § 6-24.

Approval of the minutes from the board meeting held on \_\_\_\_\_\_\_\_\_\_(date).   
Approval of the notice and agenda.

Case No. 01/20 Title (Subject of the matter)   
 Decision: (insert here)

The decision was unanimous.

Case No. 02/20 Title (Subject of the matter)

Decision: (insert here)

The decision was unanimous.

Case No. 03/20 Title (Subject of the matter)

Decision: (insert here)

The decision was unanimous.

(If there is no unanimity in the board vote, names and any reasons for the position must be included in the minutes. If someone declares themselves disqualified or steps down during the consideration of a matter, then this too must be included in the minutes (name)).

Signature of the Chairman of the Board Signature of the Board Member

Signature of the Board Member Signature of the Board Member