

Strategic Components

Introduction

First Paragraph of the Report

Briefly introduce the purpose and objectives of the advisory board meeting.

Executive Summary

After Introduction

Provide a concise summary of key findings, recommendations, and decisions.

Key Insights

After Exec. Summary

Outline research findings, insights, and recommendations made by the experts.

Action Plan

After Key Insights

Describe the action steps to be taken based on the meeting outcomes.

Logistic Components

Date/Time/Location

Cover Page or in the Introduction

Clearly label the report with the meeting title, date, time and location for easy reference.

Meeting Objectives

In the Introduction

Clearly state the objectives and goals of the meeting.

Agenda & Attendees

In the Appendices

Include the meeting agenda and the names and affiliations of advisory board members and participants.

Branding

In the Header or Cover Page

Ensure the report reflects the organization's branding and professionalism.

