

| Item | Description | Presenter | Notes |
|-------------------------------------|--|--------------------------------|--|
| Welcome and introductions | Briefly welcome attendees and introduce any new members. | Chairperson | |
| Review of previous meeting minutes | Briefly summarize key decisions and action items from the last advisory meeting. | Secretary | |
| Organizational update | Provide a high-level overview of recent organizational developments, achievements, and challenges. | CEO or executive director | |
| Key discussion 1: [Insert Topic] | Lead a thorough discussion on a critical topic. | Chairperson or relevant expert | Identify key recommendations and next steps. |
| Coffee break | Network and recharge. | N/A | N/A |
| Key discussion 2: [Insert Topic] | Lead a thorough discussion on a critical topic. | Chairperson or relevant expert | Identify key recommendations and next steps. |
| Member concerns and open discussion | Board members can raise additional concerns or questions | All | N/A |
| Next steps and action items | Summarize takeaways, decisions, and action items assigned to teams or individuals. | Chairperson | N/A |
| Closing remarks and adjournment | Thank attendees for their participation and briefly mention the date of the next meeting. | Chairperson | N/A |