



Meeting Minutes Checklist

Advisory Council Meeting Minutes Checklist

Program Name: (List program name)

Date:	<input type="checkbox"/> Virtual <input type="checkbox"/> Face-to-Face
Participants:	List participants or provide an attachment.

Meeting Minute Requirements

- A meeting was held for each program.
- For face-to-face meetings, a sign-in sheet for members and the constituencies they represent. For virtual meetings, document participants within the meeting minutes.
- A discussion of Technical Skill Attainment, Work-based Learning (learning agreements), Post-Program Placement and workforce needs topics reflects in each program's meeting minutes. (Career-Technical Education Report Card)

Meeting Notes Example:

- A discussion of technical skill attainment and post-program placement as well as workforce need are reflected in the minutes for each program.
- Work-based Learning
- Learning agreements
- Technical Skill Attainment
- Industry partnerships
- Other Topics
- Equity

Face-to-Face Sign-in Sheet Example

Name	Title	Signature
Tawanna Fields-Mphande	Education Program Specialist, Ohio Department of Education	<i>Tawanna Fields-Mphande</i>

Resources

[Developing a Local Advisory Committee Handbook](#)

[Performance Indicators Targets](#)

[Perkins Required Use of Funds](#)