



# Meeting Minutes Checklist

## Stakeholder Participation Meeting Minutes Checklist

### Career-Technical Planning District:

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 this school year.
- 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 Perkins performance measure, the Comprehensive Local Needs Assessment, Perkins Local Application (four-year plan) and career-technical workforce development topics are reflected in the meeting minutes. (Career-Technical Education Report Card)

### Meeting Notes Example:

- I. Comprehensive Local Needs Assessment
- II. Student Performance
  - a. Work-based Learning
  - b. Technical Skill Attainment
- III. Other Topics
  - a. Perkins Budget

### 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](#)