

Meeting Minutes Checklist

Stakeholder/Advisory Council Meeting Minutes Checklist		
Program Name: (Advisory Council only 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 in this school year July 1, 2020 - June 30, 2021.	
✓	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 and placement as well as workforce need are reflected and the minutes for each program (Career-Technical Education Report Card)	
Meeting Notes		
I. A discussion of technical skill attainment and placement as well as workforce need are reflected in the minutes for each program. <ul style="list-style-type: none"> A. Work-based Learning B. Technical Skill Attainment II. Other Topics <ul style="list-style-type: none"> A. Equity B. C. 		
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>