

Meeting Minutes Checklist

Advisory Council Meeting Minutes Checklist

CAREER-TECHNICAL PLANNING DISTRICT:

PROGRAM NAME: (LIST PROGRAM NAME AND CODE)

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 needs 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:

[Start Here - FY2025 Perkins Monitoring Guide](#)

- [Navigating Perkins Monitoring System](#)
- [Perkins Monitoring Timeline](#)
- [Perkins V Monitoring Cycle of Subrecipients](#)
- [Perkins Risk Assessment Guidance](#)