

# 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

## RESOURCES

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

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

### [Perkins Risk Assessment Guidance](#)