**ADVISORY COMMITTEE FORMAT FOR MINUTES**

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presiding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recorder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **MEMBERS PRESENT** | | |
| **Name** | **Title** | **Company** |
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| **MEMBERS ABSENT:** | | |

**ORDER OF BUSINESS:**

1. Call to order
2. Introduction of guests
3. Reading of minutes from last meeting
4. Review recommendations from last meeting and actions taken
5. Topics of Discussion:
6. Establish date, time and location of next meeting
7. Adjournment

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| **Submitted by:** |