Sample MINUTES OF MEETING

School Name  
City/State

Career and Technical Education Program NameAdvisory Committee Meeting  
Minutes of the (Date) Meeting

The (CTE program name) Program Advisory Committee met at (location) on (date). The following members were in attendance:

(List members present.)

(List guests present.)

*The meeting was called to order at (time) with the chairperson (name) presiding. The minutes from the previous meeting were read as the first item of business for the meeting.*

*The next item on the agenda was. . .*

*Other business discussed during the meeting consisted of. . .*

*The Committee agreed that the next meeting would be (date). The meeting was adjourned at (time).*

Respectfully submitted,

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 Recorder, (Secretary or Chairperson’s designee)