# Meeting minutes

**Members Present:** list members in attendance

* Name
* Name
* Name
* Name
* Name
* Name
* Name
* Name
* Name
* Name

**Members Not Present:** list members not in attendance

* Name
* Name
* Name

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| --- | --- | --- | --- |
| **Agenda Item** | **Notes/Actions** | **Member** | **Date** |
| **Academy(ies) Update** | Brief Bullet Point Notes:* Student Update
* NAF Updates
* Academy Dev. & Structure
* Curriculum & Instruction
* Work-Based Learning
* Advisory Board Impact Dashboard
 |  |  |
| Actions/Next Steps: (one per row) | Responsible | Due Date |
| Actions/Next Steps: (one per row) | Responsible | Due Date |
| **Committee Report-Out** | Brief Bullet Point Notes:* Strategic and action plans review
* Annual goals updates
* Opportunities, challenges, recommended updates/revisions to plans
* Support requests
 |  |  |
| Actions/Next Steps: (one per row) | Responsible | Due Date |
| Actions/Next Steps: (one per row) | Responsible | Due Date |
| **New Business** | Brief Bullet Point Notes:* Changes/additions to membership and officers
* By-law changes
* Other
 |  |  |
| Actions/Next Steps: (one per row) | Responsible | Due Date |
| Actions/Next Steps: (one per row) | Responsible | Due Date |
| **Other Business** | Brief Bullet Point Notes:* Agreement to communications, updates between meetings, file sharing, meeting platforms
 |  |  |
| Actions/Next Steps: (one per row) | Responsible | Due Date |
| Actions/Next Steps: (one per row) | Responsible | Due Date |
| **Upcoming Dates** | Brief Bullet Point Notes:* Upcoming meeting and event dates
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