# 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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |