**Sample ACAT Articulation Committee Meeting Agenda**

|  |  |  |
| --- | --- | --- |
| **Meeting Name** | **Location** | **Date** |
| \_\_\_\_\_\_\_\_\_ articulation committee |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Facilitator** | | | **Recorder** | | |
|  | | |  | | |
| **Scheduled Time** | | | **Actual Time** (recorded at meeting) | | |
| Start | Stop | Total Hours | Start | Stop | Total Hours |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Committee Members to Attend** | | **Attended** (recorded at meeting) |
| 1. | (insert one member name per row, including the organization they represent) |  |

|  |  |  |
| --- | --- | --- |
| **Guests/Observers to Attend** | | **Attended** (recorded at meeting) |
| 1. | (insert one name per row, including which organization they represent) |  |

|  |  |  |
| --- | --- | --- |
| **ACAT Secretariat/GoA Ministry Staff to Attend** | | **Attended** (recorded at meeting) |
| 1. | (insert one name per row, including which organization they represent) |  |

|  |  |
| --- | --- |
| **AGENDA** | |
| 1. | Welcome and introductions |
| 2. | Approval of previous meeting’s minutes |
| 3. | Approval of meeting agenda |
| 4. | Institutional updates |
| 5. | ACAT updates |
| 6. | Alberta Education updates |
| 7. | Other topics/invited presentations from guests   * Topics are agreed upon by the committee before the meeting * More than one topic/guest presenter may be included in the agenda |
| 8. | Discuss and agree upon next meeting date and location |
| 9. | Meeting adjourns |