**Sample ACAT Articulation Committee Meeting Agenda**

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

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

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

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

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

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| **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 |