Program Name Advisory Board Meeting Minutes – Template

Day, Month Day, Year

Time

Members present: Names and role/position

Absent: Names and role/position

Guests:

Minutes: Motion and second to approve the minutes dated XXX passed unanimously (if applicable)

1. Welcome and Introductions
   a. Welcome from XXX
   b. Introductions
   c. Advisory Board Purpose
   d. Announcements, if applicable

2. Old business/Updates/Status of tasks
   a. XX updated the group on xxx
   b. Status of tasks from previous meeting

3. Current Program Status
   a. Summary of program data
   b. Summary of other kinds of status review
   c. Summary of board feedback

4. New Business Items
   a. Summary of item
   b. Summary of item

5. Follow-up Tasks
   a. Summary of task & individual responsible
   b. Summary of task & individual responsible

The meeting adjourned at [time]