

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]