

# [Name of Apprenticeship] Apprenticeship Training Committee

## Regular Meeting Agenda (Date)

- I. Review action items from last meeting; make sure issues have been resolved.
- II. Review apprentice progress:
  - a. Grades
  - b. OJT
  - c. Performance reviews and apprentice feedback
- III. Address any concerns with the latest apprentices.
- IV. Address concerns with apprenticeship program.
- V. Review curriculum on a yearly basis.
- VI. Other discussion
- VII. Next steps

Action Item from Last Meeting	Owner	Outcome

New Action Item	Owner	Due Date