[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

Owner	Outcome
	Owner

New Action Item	Owner	Due Date



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