

[Insert Apprenticeship Name] Apprenticeship Training Committee

Initial Meeting Agenda (Date)

- I. Introductions
- II. Review of apprenticeship Appendix A's and Standards
- III. Discussion of U.S. DOL OA forms and expectations
- IV. Discussion or roles/responsibilities of committee members
- V. Establish a cadence of Training Committee meetings and mentor touchpoints for apprentices.
- VI. Open discussion about apprenticeships/career progressions
- VII. Next steps

Action Item	Owner	Due Date