

## Advisory Committee Minutes How-To

1. The Advisory Committee Minutes Template is located on the TechHub | References
2. Save the template to your own computer. The template is a Word document.
3. Save your file with the following naming conventions:
  - a. **Fall** Advisory Committee Minutes – program\_name+f+school year  
ex: teacher\_prep\_f18; nursing\_assistant\_f18
  - b. **Spring** Advisory Committee Minutes – program name+s+school year  
ex: desktop\_support\_technician\_s19; video\_producer\_s19
4. Save your file in the following location:

Z:\Shares\Teachers\Advisory Committee Minutes

The minutes will be saved by school year and then by Instructional Leader, just like the Annual Teaching Plans are currently saved.