

## FTC Meeting Minutes

School: \_\_\_\_\_ Date and Time of Meeting: \_\_\_\_\_

Name of recorder: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ (Attach sign- in sheet with names, phone number, and E-mails of those present.)

Summary of Educational Component: (FTC Curriculum topic, supplemental activity, Guest speaker, video, demonstrations, discussion, etc.):

Summary of Community & Involvement:

Date of Next Meeting: \_\_\_\_\_

Please use reverse side of this page for any other notes; attach copies of any flyers, handouts, etc, distributed at the meetings.