Model Aquatic Health Code (MAHC)
Technical Committee

Sample Agenda for First Technical Committee Conference Call
****

Model Aquatic Health Code (MAHC)

_____ **Technical Committee Call**

Date _____   **Time** _____

Agenda and Objectives for First Conference Call

1) Roll call

2) Introduction of members (self introduce)

3) Administrative issues
   a) Appoint a note taker.
   b) Develop and verify the technical committee member contact list.
   c) Follow up on paperwork from Rules of Engagement, Code of Ethics, etc., if needed.
   d) Discuss other matters as needed.

4) Establish goals for first call

5) General Business

   a) Explain technical committee goals and objectives.

   b) Modify "Scope of Work".

   c) Develop work timeline.

   d) Make assignments and set completion dates for next call.

6) Summarize meeting accomplishments and assignments for next call (very briefly)

7) Set next conference call (regularly scheduled)

8) Assign time for summarized meeting minutes to be sent to group for editing