

**Model Aquatic Health Code (MAHC)
Technical Committee**

Sample Agenda for Technical Committee Conference Calls

Model Aquatic Health Code

_____ Technical Committee Call

Date _____ Time _____

Conference Call Agenda

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- 1) Roll call
 - 2) Approval of previous call minutes
 - 3) List goals for today's call
 - 4) General Business
 - a) Discussions of committee work
 - b) Follow up from technical committee assignments
 - c) Identify literature searches needed
 - d) Identify new research (i.e. future projects that need to be conducted)
 - e) Make assignments for next call
 - f) Set task completion schedules
 - 5) Summarize meeting accomplishments and assignments for next call (very briefly)
 - 6) Announce next regularly scheduled conference call