Meeting Agenda & Worksheet

*Higher Education and Post Secondary Readiness*

**AGENDA**

A. Welcome and Call to Order
B. Preamble Statement
C. Roll Call and Attendance
D. Discussion
E. Next Meeting Details

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**1. GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Date:</th>
<th>November 17, 2021</th>
<th>Time:</th>
<th>9:00 am – 10:00 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Microsoft TEAMS</td>
<td></td>
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</tbody>
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**Members in Attendance:**

- Youlanda Jones
- David Mansouri
- Lauren Baker
- Russ Deaton
- Tandy Darby
- Jeff McCord
- Joey Hensley
- Emily House
- Claude Presnell
- Logan Hampton
- Gordon Ferguson

*** Member names in bold indicate those present for this meeting.***

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**2. REVIEW (If this is your first meeting, note that here)**

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**3. DISCUSSION**

Topic and Guiding Questions
## 4. NEXT MEETING DETAILS

<table>
<thead>
<tr>
<th>Date:</th>
<th>December 8, 2021</th>
<th>Time:</th>
<th>9:00 am – 10:00 am</th>
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<tr>
<td>Location:</td>
<td>Teams</td>
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<td></td>
</tr>
<tr>
<td>Topic:</td>
<td>Discussion, Categorizing and Costing Feedback</td>
<td></td>
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</tbody>
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