

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

Sample Agenda for First Technical Committee Conference Call

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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